

**School of Earth and Sustainability
Undergraduate Environmental Programs**

REQUEST FOR ENROLLMENT IN AN INTERNSHIP (408) or RESEARCH (485)

Name _____
Last, First Student ID Number

Email _____

Student's Classification: Junior _____ Senior _____ Other _____

Registering for: ENV _____ for _____ credit hrs for the _____ semester

Attach a 1 - 2 page description of your proposed internship or research project signed by a supervisor. Please include information on the specific project you will undertake, how this fits into your educational and professional goals, what deliverables you will complete and a general timeline for completing the project. This form, with the description, serves as a contract with SES for your ENV 408/485 experience. **I have read, understand, and agree to the attached Individualized Study Policy and agree to the conditions described below.**

Signature of Student Date

Signature of Supervisor/Faculty Director Date

Printed Name of Supervisor and Organization

Signature of Taylor Joyal Date
SES Internship Coordinator

Each student registering for credit in research or field work is required to secure prior approval for registration for ENV 408/485 by completing this form and obtaining the necessary signatures. Students are required to spend three hours per week per credit hour for either course - to receive 3 credit hours, students must put in 10 hours per week during the regular academic semester for a total of 150 hours. Departmental policy requires that each student keep a project notebook which should include a log of time spent and progress on the project. It is the student's responsibility to present this notebook to the director of the project during the semester or at the end of the project, at the discretion of the director of study. A documented final report or portfolio must be approved by the faculty project director and the SES internship coordinator prior to the end of the final examination period before a passing grade will be given. The grading system for this registration is "Pass" or "Fail".

Information for Internship Supervisors:

Thank you for considering sponsoring an NAU student internship. The School of Earth and Sustainability (SES) requires each of our Environmental Programs undergraduate majors to complete either ENV 408-Internship, or ENV 485-Undergraduate Research.

Basically, there are four aspects to the internship we would like each of our students to address:

- 1) work with their prospective supervisor to design a 1-2 page proposal outlining learning outcomes/objectives for the student, deliverables the student will provide, and a timeline for completing the internship. In other words, describe what you anticipate that the student will get out of the internship, what you hope to get out of the student, and how all that work will get done.
- 2) conduct activities in an environmental field with an environmental professional, including types of experiences one might expect a recent graduate to do;
- 3) perform at least 150 hours of work to receive the mandatory three credit hours of ENV 408 (students can receive an additional credit hour for every additional 50 hours of work performed if they chose to enroll for the additional credits).
- 4) design, initiate and complete an independent project, which can be completely new and original or part of a larger, long-term project. This project could constitute a significant (major or relatively minor) part of her/his overall work assignment.

Each student is responsible for:

- 1) working with you to prepare a 1-2 page summary of what s/he will do over the internship,
- 2) submitting a completed "Request for Enrollment in Field Work (408) or Research (485) form (attached),
- 3) obtaining your signature as supervisor and your mid-semester and final evaluations of her/his work,
- 4) successfully completing the internship,
- 5) writing up a final report or portfolio of deliverables, and
- 6) developing written and oral presentations of the results of the work as part of our capstone course, ENV 490C.

Each supervisor is responsible for working with the intern to complete:

- 1) the internship registration form after reviewing the student's proposal,
- 2) the mid-term evaluation form,
- 3) the fieldwork experience final student evaluation form OR a letter of recommendation for the student.

All of these forms must be returned to the SES Environmental Programs Internship Coordinator, Dr. Taylor Joyal (Taylor.Joyal@nau.edu) or through the ENV 408 or ENV 485 Bb Learn course page. Please feel free to contact me if you have any questions and thank you for your willingness to help us develop the next generation of environmental professionals.

Dr. Taylor Joyal
SES, NAU
Taylor.Joyal@nau.edu