SoMAS Undergraduate Internships

**xxx 488 Internship**

Internships can be a valuable way for students to gain experience in the outside world with a company, governmental organization, non-governmental organization (NGO), educational facility, etc, while still at college. Although the Director of Undergraduate Studies maintains a list of possibilities, often students discover opportunities on their own and bring them to the Director for consideration. It is important that students make the necessary arrangements and get academic approval before the internship occurs. Retroactive requests are usually not approved, except in unusual circumstances. You are also reminded to check the undergraduate bulletin to ensure you meet the general academic requirements of the University before you undertake an internship. You can go to the Academic Advising office and check your progress in Degreeworks. xxx 488 is available to students in all SoMAS majors and minors, or students from other programs interested in learning about environmental issues.

The procedure for student applicants is as follows:
Contact the Director of Undergraduate Studies and discuss your plans before the semester starts. In order to get credit for your internship you will need a faculty member associated with the SoMAS to be your “instructor of record”. This is the person under whose section number you will register and who will give you a grade at the end of the semester, but will not necessarily be the person with whom you will be doing your internship if you are planning to work off-campus.

You should prepare a one-page prospectus, which must be approved by your instructor of record prior to the end of the add-drop period, in the following format:

1. Title of Project
2. Your name and contact information
3. The organization you will be interning with
4. Name of your internship supervisor at the organization in item 3 above.
5. What functions do you expect to be doing for the internship?
6. How and when will this be accomplished?
7. Who will be your SoMAS faculty advisor (instructor of record) for the project if the person in item 4 is not a faculty member?
8. Has your faculty advisor been in contact with your internship supervisor?
9. What is the intellectual content of the internship?
10. How will your work be assessed? (normally you will keep a journal and write a 4 - 5 page, double-spaced report on your experience, what you learned and why you found it valuable, what improvements should be made to improve the operations of the organization).
11. What is the date your report will be due?

All internships must have intellectual content in additional to the practical experience you will receive. Some students are fortunate to receive pay from the organization while undertaking an internship. Others do not. Once the Undergraduate Director and/or your instructor of record approves your prospectus, the faculty member should request the SoMAS education office (Christina Ozelis) to give you permission to register for the internship. **THIS MUST BE DONE BEFORE THE END OF ADD/DROP.** When you have permission, **YOU MUST GO INTO SOLAR AND REGISTER FOR THE COURSE.** You may register for credit. Typically 60 hours is equal to one credit. You should provide a progress report to your faculty advisor midway during the semester/summer. You should submit your report to your faculty advisor no later than the last day of finals for a given semester, or by the 25th of August for a summer internship.