



### 1. Find Your People

Identify and meet with an [environmental studies professor](#) who will be your **faculty moderator**. If you've secured your internship, connect with your **site supervisor**. The three of you will draft internship [learning goals and objectives](#).



### 2. Secure Internship

Not sure where to start? View [ENVR online jobs board](#) and social media channels. Ask your faculty advisor or internship moderator. Connect with [XPD resources](#) and staff. **ENVR majors are required to complete a minimum 80 hours and 4 weeks duration for 1 credit of internship.**



### 3. Learning Contract

Finalize internship goals, objectives, and activities with your faculty moderator and site supervisor. [Submit through the XPD online portal for approval.](#)

# Environmental Studies Major

## Internship Requirements and Planning



### 6. Complete Internship

Engage in your internship experience. **Complete and submit weekly journal entries and all reports and evaluations.** Write a 6-7 page reflection paper and submit the [ENVR internship review form](#). This completes all your requirements!



### 5. View Online Training

Complete the required [Legal and Professional Issues online session](#) before or during the first week of your internship.



### 4. Register for credit

**You must be registered for internship credit before you begin work!** For a fall or spring semester internship, enter the internship placeholder DNA-397-01A when you register for classes. A placeholder code is not needed for summer internship registration. [Review deadlines and procedures for internship registration.](#)

## Frequently Asked Questions

### **When should I do an internship?**

Most students complete their internships in the summer following the junior year or during the senior year. The ES department believes it is best to wait until after the spring semester of the junior year so the intern has a substantial body of skills and knowledge to draw on during the placement.

According to the CSB and SJU general requirements, students may not enroll in credit-bearing internships until they have completed a minimum of 58 credits toward graduation.

### **What kinds of internships are there for Environmental Studies?**

The department simply requires that the internship be somehow related to environmental or sustainability issues. Students have interned on farms, in factories, with government, in private business, with advocacy organizations, and in many capacities on our campuses. If you have questions about a particular field, speak with your faculty advisor.

### **How do I find an internship?**

Each student is responsible for finding his/her own placement. The ES department posts internship opportunities throughout the year. The listings maintained by XPD are another place to start, but most interns find their placements by contacting agencies, companies, or organizations that they are interested in working with directly. Internships need not be posted or advertised; in fact many of our majors create their own opportunities by contacting an organization that has never hosted an intern previously.

### **Is the internship paid?**

It can be, if the host organization has funding available. Most internships are unpaid. It is important to distinguish between a *job* and an *internship*. Internships will require learning goals and mentoring which sometimes *can* be added to a job if your employer is willing and the placement suitable.

### **How long should my internship be?**

The minimum for 1 credit is 80 hours on site and 4 weeks. That can be spread over a summer, or completed in a shorter period of time as necessary.

### **Do I have to take the internship for credit?**

YES. All Environmental Studies majors are required to complete at least one credit of ENVR 397: Internship to graduate.

### **Can I get credit for an internship after it was completed?**

NO. You may not receive credit for any internship experience that occurs prior to registration for credit at CSB/SJU.

### **How do I register for the internship**

See the Internship Office web page for details, and review the guidelines listed on page one of this document.

<https://www.csbsju.edu/xpd/students/experience-based-programs/internship-program/students/registering-for-internship-credit>

**As always, consult your ES advisor or the department chair with any additional questions.**

