

BA in Sustainability Program
Department of Urban and Public Affairs
University of Louisville

Sustainability Internship Handbook

*Guidelines for completing
the requirements for*

SUST404

*Last Updated
May 2018*

Introduction

The internship is a vital component of the BA in Sustainability degree program at the University of Louisville. This applied learning experience offers the intern an opportunity to integrate and employ the skills and knowledge accumulated during the academic program of study.

The internship is intended to offer a challenging work experience that will expose the student to the multiple demands that face private and public service administrators, managers, and planners. Above all, this exposure to a sustainability-focused organization offers the student significant opportunity to apply the knowledge obtained through course work.

This handbook is designed to answer many of the questions you have, and assist you in early preparation for the internship/practicum component of your coursework. Read the booklet thoroughly, and direct any questions you may have to the internship/practicum coordinator (the student advisor) or to the director of your degree program. A list of important phone numbers is included later in this booklet.

The Internship

The internship is a guided work experience designed to give students a realistic exposure to issues in the sustainability arena. The internship includes work in a sustainability-focused position in a government, non-profit, or appropriate private sponsoring organization. The internship is carried out under the direction of both an on-site organization mentor and a faculty supervisor assigned by the BA Program director. The internship must include a minimum of 150 hours over a period of not less than one full academic semester. The intern is required to keep a journal and submit a final research paper at the completion of the internship period, guidelines for which are detailed later in this handbook.

The Application Process

Successfully securing an internship or practicum requires that the student properly complete each step of the application procedure. Specifically:

1. **ONE FULL SEMESTER BEFORE** the anticipated start of the internship or practicum, the student should schedule a planning meeting with a BA degree faculty advisor.
2. The faculty advisor will assist the student in identifying appropriate internship opportunities. It is the responsibility of the student to forward a resume and a cover letter to the sponsoring organization for review.
3. Once the sponsoring organization and subsequent internship has been identified, it is necessary that the student notify the faculty advisor and request approval.
4. Once an internship opportunity has been approved, an internship agreement (Memo of Understanding) form is completed and signed by all parties. A copy of the form is included later in this handbook.

5. After the internship agreement has been completed, it will be necessary to fill out a registration form and obtain the appropriate in order to be officially registered for the internship credits. The form can be obtained from the UPA main office.

Student Responsibilities

The internship not only provides a valuable learning experience to complement the academic curriculum, but can also play a critical role in the development of career opportunities. Internships opportunities require both professional conduct and responsibility. The student's performance will be evaluated and it is important to conform to standards of professional behavior including appropriate dress, attitude and punctuality. During the course of the internship period, the intern is responsible for following the policies and rules of the sponsoring organization. Questions about this should be directed to the sponsoring mentor.

Similarly, the sponsoring agency should meet the same professional standards. If the student should have any concerns, they should be brought to the attention of the faculty advisor.

Checklist of Student Responsibilities

1. Obtain and review the *Internship Handbook*.
2. Complete the internship application and update resume and cover letter (one full semester prior to beginning the internship).
3. Attend a planning meeting with a faculty advisor.
4. Confirm internship responsibilities and complete internship agreement form with appropriate signatures. Complete registration form with appropriate signatures.
5. Completion of 150 internship hours.
6. Satisfactory performance as evaluated on the final evaluation reports by the sponsoring agency.
7. Satisfactory completion of the responsibilities outlined in the internship agreement form.
8. Satisfactory completion of the final research paper and submission of the internship journal.

Role of the Faculty Advisor

The faculty advisor will seek to assist in obtaining internships. The faculty advisor will assist as possible the student in the placement process, taking into consideration the student's career objectives. The faculty advisor will determine a faculty supervisor who will serve as the intern's on-campus supervisor for the duration of the internship.

The faculty supervisor will further act as a resource for the intern during the internship, and if necessary will act as a liaison between the intern and the sponsoring organization. At the completion of the internship/practicum, the faculty supervisor will grade the paper/project and journal.

Role of the Sponsoring Organization

The sponsoring organization must be a legal entity. A representative of the sponsoring organization must sign the internship agreement and will assign a member of its staff as an internship mentor. The mentor should:

- Discuss the internship responsibilities and be available to answer questions and offer guidance to the intern.
- When necessary, hold conferences with the intern to discuss the intern's progress in meeting the objectives of the internship.
- Provide the intern with a suitable work environment.
- Complete the final evaluation report and return it to the student advisor. The evaluation form will be provided by the student at the beginning of the assignment.

Research Paper Guidelines

The internship paper is designed to reflect a student's ability to integrate essential theoretical classroom and research experiences with the body of applied skills attained during the internship experience. The paper should demonstrate the student's grasp of sustainability theories, concepts, methods, and issues by relating them to aspects of the working context in which the student participated. The purpose of the research paper is *not* to provide a narrative review of the student's day-to-day job duties, nor a sequential course-by-course review of the significance of the student's classroom experience; rather it is to demonstrate the student's ability to synthesize and apply what is relevant in this broad interdisciplinary field so as to acquire a more complete comprehension of the tasks performed by the intern, his/her role in the agency/company, and the agency/company's place in a larger organizational context.

Format

A conventional term paper format should be used. While no explicit length is required, approximately 15 to 20 typed, double-spaced pages will be sufficient. The specific objective and thesis of the paper should be clearly stated. A title page, table of contents, and a list of reference materials consulted should be included. One standard citation style should be used consistently within the paper, preferably with the author's name, date of publication, and page in parentheses directly after the material cited, and an alphabetical list of references at the conclusion of the paper. The organization of the paper should follow the general outline below:

- A. *Introduction*
Brief description of the agency, including information on agency function, staff, finances, and relationship with other agencies/companies and a brief description of the intern student's duties and responsibilities.
- B. *Sustainability issues to be examined*
A discussion of the issues, citing sustainability literature and an explanation of its relevance to the internship.
- C. *Discussion and analysis*
An examination of the activities and functions of the company/agency, with reference to the relevant literature. Did the company/agency act as the literature predicted it would? Why or why not?
- D. *Linkage of internship/practicum with stated learning outcomes*
A discussion of how the experience demonstrated the achievement of desired learning outcomes.
- E. *Conclusions*
A discussion of insights into the practice of urban planning gained from this experience. What aspects of the literature were most/least useful in understanding the operation of the agency?

*****The due date for the research paper is the last day of class for the semester that the student is enrolled in the internship/ practicum. The research paper will be graded on the extent to which it follows the format described above and shows depth of analysis. A letter grade will be assigned to the research paper.**

*****All Materials must be submitted electronically to Dave Simpson dave.simpson@louisville.edu**

Important Phone Numbers

BA Program Director:

Dr. Dave Simpson
Urban Studies Institute, Room 100
Phone: 852-8019
Fax: 852-4558
Email: dave.simpson@louisville.edu

UPA Program Administrator:

Ms. Patricia Sarley
Urban Studies Institute, Room 103
Phone: 852-7914
Fax: 852-4558
Email: plclea01@louisville.edu

***Department of Urban and Public Affairs
University of Louisville
Sustainability Internship
Memorandum of Understanding***

The Dept. of Urban and Public Affairs, University of Louisville, _____,
and _____ agree to the following:
Student Intern
Sponsoring Organization

1. The intern is a student in the Sustainability program at the University of Louisville.
2. The intern will perform the services requested in a fully professional manner.
3. Interns will have a mentor at the organization in which the student interns and a faculty supervisor from the Dept. of Urban and Public Affairs.
4. The internship mentor and the intern will mutually strive to develop an effective working relationship, with the mentor providing an appropriate level of support and encouragement to the intern.
5. The internship mentor will make every effort to insure that the student participates in as many facets as possible of the work within his or her area of responsibility.
6. While every position requires some clerical tasks, these tasks should be incidental to the main duties of the internship.
7. When feasible, every attempt will be made to permit the intern to observe or participate in various levels of decision-making in which the supervisor participates.
8. The internship mentor will complete a formal evaluation at the end of the internship and return it to the internship coordinator.
9. The internship will commence on _____ and end on _____, and it will require _____ hours of work per week. The intern's mentor, department, and general responsibilities are as follows:

Mentor and Title _____

Department _____

General Responsibilities _____

Stipend/Compensation (if provided by sponsor) _____

Faculty Supervisor _____

Additional Comments _____

Signed and dated

Intern _____

Internship Mentor _____

Faculty Supervisor _____

Internship Coordinator _____

Program Director _____

For Student

I understand that the internship deliverables (1) Paper; (2) Journal (internship only); (3) Evaluation must conform to the internship handbook guidelines and be turned in electronically by the last day of classes for the semester in which I am enrolled for the Internship credits. Initial _____

**Department of Urban and Public Affairs
University of Louisville
Sustainability Internship Evaluation**

Name of Intern _____

Rating scale: 1: Poor
 2: Below Average
 3: Average
 4: Good
 5: Superior

<u>Ability to Work with Agency/Community</u>		1	2	3	4	5	N/A
1.	Understanding of agency purpose/function:	___	___	___	___	___	___
2.	Ability to understand and use agency policies and procedures:	___	___	___	___	___	___
3.	Ability to plan, organize and use time effectively:	___	___	___	___	___	___
4.	Knowledge and use of available resources:	___	___	___	___	___	___
5.	Ability to obtain pertinent information/facts when needed:	___	___	___	___	___	___
6.	Ability to distinguish relevant from irrelevant materials:	___	___	___	___	___	___
7.	Ability to plan a course of action:	___	___	___	___	___	___
8.	Written communication skills (memos, reports, briefs):	___	___	___	___	___	___
9.	Presentation skills (meetings, proposals):	___	___	___	___	___	___
10.	Ability to relate/apply theoretical knowledge to a given problem or agency function:	___	___	___	___	___	___
11.	Ability to communicate with staff/others:	___	___	___	___	___	___

12.	Ability to obtain relevant facts from materials:	___	___	___	___	___	___
	<u>Professional development</u>	1	2	3	4	5	N/A
13.	Integration of theory and practice:	___	___	___	___	___	___
14.	Shows pattern of continuous learning:	___	___	___	___	___	___
15.	Ability to focus on problems/needs of agency:	___	___	___	___	___	___
16.	Attitude towards authority:	___	___	___	___	___	___
17.	Attitude toward assuming leadership role/additional responsibilities:	___	___	___	___	___	___
18.	Promptness:	___	___	___	___	___	___
19.	Dependability:	___	___	___	___	___	___

Additional comments:

Would you feel confident in hiring/recommending this intern for a job?

What suggestions, if any, do you have for the improvement of the Sustainability Program?

Additional comments: _____

Signature of Agency Mentor _____
Mentor's Name (printed) _____
Title _____
Name of Agency _____
Date _____