

**ENS 399 – Internship in Environment and Sustainability
Course Syllabus – Fall 2020**

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Prerequisites

Consent of the instructor. A learning contract (appended to the end of this syllabus) must be completed and approved by the supervising faculty member before the start of the internship experience.

Course credit

This three credit course can be repeated for a letter grade up to a maximum of six credits. A maximum of three credit hours may be counted toward the ENS major as elective credit. A student is expected to work 48 hours for each credit hour earned. The on-the-job portion of this pre-professional experience is recommended to be no less than 144 total work hours for 3 semester credits in order to get an academically meaningful experience. This translates to approximately 10 hours a week during the Fall or the Spring semesters and 20 hours weekly during a summer eight week session. ENS interns enrolled in the summer session may begin and end their internship at any time so long as they have fulfilled all their requirements by the day before the session ends in August.

Required materials

Consult with your internship supervisor.

Course description

This course provides supervised professional experience in public and private sector positions, and is intended to introduce students to the skills and working environments of careers in environmental and sustainability studies. Students should consult with a ENS faculty member in advance of registering for this class. This course may be repeatable up to a maximum of six credit hours.

Student learning outcomes

After completing this course, students will be able to:

- Reflect upon class experiences to inform future course selection and career directions.

Course activities

Activity	Grading	Percentage
Reflective essay and timesheet	Letter grade only	50%
Supervisor recommendation	Letter grade only	50%
Post-internship debriefing with faculty advisor	No grade assigned	

Grading

The reflective essay will be assigned a letter grade, A, B, C, D or E by the faculty advisor. The supervisor will also provide a letter grade based on the intern's performance. The post-internship debriefing is to be held at the end of the semester in order to inform the ENS program about the overall suitability of this internship placement for future interns. No grade is assigned for this debriefing. The final letter grade will be weighted equally between the reflective essay and the recommendation of the supervisor.

Description of course activities

Reflective essay. You will submit via an email attachment a reflective essay of a minimum of 1000 words (single spaced, 12 pt. font, 1 inch margins) that looks back over your research experience. Your reflective essay will include:

1. What were your expectations going into your experience?
2. How have your expectations compared with the reality of your work?
3. What did you like most about your duties and why? What did you like least and why?
4. What skills do you wish you had learned in the classroom prior to this experience?
5. What are your next steps toward making yourself marketable after graduation?

Note: Append to this reflective essay your timesheet or other documentation of the hours you have worked for your internship

Supervisor recommendation. The faculty advisor will solicit a letter grade (A, B, C, D or E) from the supervisor during the last few weeks of the semester. Your supervisor will be asked to rank you as an intern not as a formal employee. This criteria can vary according to the type of internship you have, but will be based largely on the description contained in the learning contract appended to this syllabus. This recommendation can be done by email or phone and does not require the supervisor to divulge their ranking unless they wish to.

Post-internship debriefing with faculty advisor. An office appointment should be made for an in-person debriefing before the beginning of Dead Week. If the student has an internship out of town then the debriefing can be conducted by phone or email. The responsibility of the student in this debriefing is to inform the ENS program about the suitability of the internship program for future ENS interns. No grade will be assigned for this debriefing.

Course policies

Dead Week. The university rules for dead week permit the continuation of activities that have been announced ahead of time and are part of the normal routine throughout the semester. If it is anticipated that the internship places exceptional duties on the intern during dead week or final exam week, the student should inform the ENS supervising faculty.

Internship attendance. It is expected that attendance will be monitored at your internship. Although university attendance policy is not necessarily applicable, it is expected that the student uphold the highest standards in attendance and refer to the university attendance policies as a guide. In some cases the rules governing absenteeism at your internship may be far more stringent. Moreover, your absence could have impacts that involve many more people and factors than a simple class absence. Consult with your supervisor to determine the policies regarding absences or requests for times when you need to be off site.

Communication. Please make sure the learning contract has the correct emails for all parties. Check your UK email regularly.

Midterm Grades for Undergraduate Students (Senate Rules 6.1.3.1). Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar.

Excused Absences (Senate Rules 5.2.4.2). Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) significant illness, (b) death of a family member, (c) trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit “reasonable cause for nonattendance” by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student’s total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an “I” for the course if the student declines a “W.” (Senate Rules 5.2.4.2.1)

Verification of Absences (Senate Rules 5.2.4.2.1 - 6). Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request appropriate verification when students claim an excused absence due to: significant illness; death in the household, trips for classes, trips sponsored by an educational unit and trips for participation related to intercollegiate athletic events; and interviews for full-time job opportunities after graduation and interviews for graduate and professional school. (Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.)

Religious Observances (Senate Rules 5.2.4.2.4). Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. Please check the course syllabus for the notification requirement. If no requirement is specified, two weeks prior to the absence is reasonable and should not be given any later. Information regarding major religious holidays may be obtained through the Ombud’s website or calling 859-257-3737.

Make-Up Work (Senate Rule 5.2.4.2). Students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The instructor must give the student an opportunity to make up the work and/or the exams missed due to the excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

Accommodations Due to Disability. If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services

available to students with disabilities. Visit the DRC website, email the DRC, contact them by phone at (859) 257-2754, or visit their office on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407.

Non-Discrimination Statement and Title IX Information. UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see the electronic version of UK's Administrative Regulation 6:1 ("Policy on Discrimination and Harassment"). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see the electronic version of Administrative Regulations 6:2 ("Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation"). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (IEEO), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit the IEEO's website.

Faculty members are obligated to forward any report made by a student related to IEEO matters to the Office of Institutional Equity and Equal Opportunity. Students can confidentially report alleged incidences through the Violence Intervention and Prevention Center, Counseling Center, or University Health Services.

Academic Integrity– Prohibition on Plagiarism (Senate Rules 6.3.1). Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found on the Academic Ombud page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rule 6.3.1 (see current Senate Rules) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas,

organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be, except under specific circumstances (e.g. Writing Center review or peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism, or unauthorized resubmission of one's own work, as defined by the instructor.

Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects).

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Academic Integrity – Prohibition on Cheating (Senate Rules 6.3.2). Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

Academic Integrity – Prohibition on Falsification/Misuse of Academic Records (SR 6.3.3). Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.



College of Arts and Sciences

Environmental and Sustainability Studies

Student Name _____ Student ID: _____

Internship Site _____ Start Date ____/____/____ End Date ____/____/____

- Include this sheet with your reflective essay.
- Provide the number of hours worked daily, not shifts.
- 144 hours of internship work is the minimum for 3 semester hours of credit.

WEEK	DATES	MON	TUES	WED	THUR	FRI	SAT/SUN (Combine)	TOTAL HOURS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
Semester Total								

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

Environment and Sustainability Studies
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**ENS 399 Internship
Learning Contract**

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. To ensure that the internship experience is educational and thus eligible to be considered a legitimate internship, all the following criteria must be met:

- The experience should provide for the application of knowledge gained in the classroom.
- The skills or knowledge learned should be transferable to other employment settings.
- The experience has a defined beginning and end, with a clear description of duties
- Supervision is by a professional with expertise and/or educational background in the field

Once an internship has been located and confirmed, this learning contract needs to be completed prior to starting the internship. It must be written in consultation with the internship supervisor and the faculty internship contact.

Student name:

Internship semester/year:

UK ID:

Major:

Phone:

Email:

ENS Faculty Internship Contact:

Email:

Phone:

Internship Supervisor:

Agency:

Address where internship performed:

Phone:

Email:

Descriptive Title of Internship Position:

Based on consultation with their internship supervisor, the student should summarize below: (1) the primary responsibilities of the position; (2) learning goals and/or expected learning outcomes of the experience; (3) means of evaluating student progress and learning. Include work hours/schedule, student/supervisor meeting dates, deadlines and expected final products, as necessary:

Signatures

All parties below are required to have in their possession completed and signed copies of this form before the internship can officially begin and remain valid. Typing your name below indicates familiarity with all course requirements and expectations listed on the syllabus.

Student

Date

Supervisor

Date

ENS Faculty Member

Date