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**I. Welcome!**

Welcome to the ESP internship course. An internship is a work or service experience related to a student's major or career goal that integrates the knowledge and theory learned in the classroom with practical application and skills development in a professional setting under the supervision of practicing professionals. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths.

**II. University Course Description**

The purpose of this course is to promote the student's understanding and application of environmental science and policy within a practical organizational context.

**III. Course Prerequisites**

Majors Only, Senior Standing. A permit is required for registration. It is recommended to complete EVR 4921 prior to EVR 4940.

**IV. Student Learning Outcomes**

1. Students will engage in meaningful critical reflection in required coursework.
2. Under professional oversight, students will utilize contextually appropriate behaviors, tools, techniques and/or dispositions.
3. Students will integrate discipline-specific knowledge into the contextualized experience.
4. Students will synthesize discipline-appropriate learning via culminating assignments.
5. Students will apply classroom knowledge to critically consider and address issues.

**V. Course Objective used in**

4. Students will gain experience in critical professional skills, e.g., communication, time tracking, time management, and group collaboration.

#### VI. Required Texts and/or Readings and Course Materials

There are no required reading materials for this course. Complimentary course materials will be provided through Canvas.

#### VII. How to Succeed in this Course

Good communication skills and a strong work ethic are essential for success at your internship and in this course. During your internship, you will be representing USF/Geosciences in this position, and it is important that you act in a professional manner. The host is investing in your future, and it takes time and energy to train someone and supervise their efforts. Please keep in mind that future Geosciences students may wish to intern with your host and your professional attitude on the job will assist with future student placements. **If problems arise, don't be shy. It is in everyone's best interest if you communicate with your host and with me as soon as possible.**

In addition to your work performance at your internship, you will be required to complete a set of assignments in this course. Do whatever it takes for you to **remember the due dates** associated with this course. Time tracking and time management are important professional skills, and you must demonstrate competence in this arena by completing your work on time and in a professional manner before you will receive a passing grade. **Every semester some students fail this course because they neglect to complete the assignments listed in this syllabus and/or attempt to turn them in late and/or turn in work that is of poor quality.** Those students do not pass the course, **potentially delaying graduation.**

#### VIII. Communication

I will communicate with you frequently via Canvas email and announcements. It will be your responsibility to maintain your email account in working order (i.e., don't let your inbox get too full). Check Canvas frequently.

#### IX. Grading Scale

The S/U (pass/fail) grading system will be used in this course. **Failure to submit high quality work by the deadlines may result in an Unsatisfactory grade for the course (U), which will require that you retake the course.**

#### X. Overview of Assignments

In addition to the duties described in the internship agreement you signed with your host, you will have other assignments during this semester. These course assignments are the components of an internship portfolio and therefore are required, not optional, to successfully complete the course. **You must pass all assignments to be eligible to earn a passing grade.** The assignments are described below, and details are provided as modules in Canvas.

1. **First Day Attendance:** To meet USF's First Day Attendance policy, this component will be accomplished via an assignment **due 5pm Thursday, May 16.** See Canvas for details. Students who do not complete the assignment by Thursday of the first week will be dropped from the course. While faculty may drop students, it is the student's responsibility to make sure they are dropped before the end of the 5<sup>th</sup> day of classes to avoid fee liability and academic penalty. (See

USF Regulation – Registration – 4.0101

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>



LIST OF IMPORTANT DEADLINES	Week #	Date	Weekday
First week of work	1	May 13-17	N/A
Information Form	1	May 16, 5pm	Thursday
Video and Response	1	May 16, 5pm	Thursday
Learning Goals and Objectives	2	May 23	Thursday
Introduce Yourself to the Class (video discussion)	3	May 30 #1	Thursday
Journal Format Check	3	May 30 #2	Thursday
Nothing Due	4	-	-
Journal I	5	June 13	Thursday
Nothing Due	6	-	-
Group Discussion (video format)	7	June 27	Thursday
Hours Check In	8	July 4	Thursday
Nothing Due	9	-	-
Internship Reflection	10	July 18	Thursday
Samples of Work	11	July 25	Thursday
Journal II & Evaluations	12	Aug 1	Thursday

\* All items must be submitted through Canvas by midnight on the due date unless noted otherwise

\*\*Note: The Schedule is subject to revision

### **XIII. Integration of This Course into Your Academic Experience**

A critical component of your curriculum is the senior internship requirement, which provides you with real world experience in the natural sciences, environmental policy and/or geography fields. This course will complement the coursework you have already completed as a major in the School of Geosciences and will facilitate your transition from higher education to professional employment or graduate studies.

**Canvas:** This course will be offered via USF's learning management system (LMS), Canvas. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or [help@usf.edu](mailto:help@usf.edu).

## **XVII. Course Policies: Student Expectations**

**Title IX Policy:** Title IX provides federal protections for discrimination based on sex, which includes discrimination based on pregnancy, sexual harassment, and interpersonal violence. In an effort to provide support and equal access, USF has designated all faculty (TA, Adjunct, etc.) as Responsible Employees, **who are required to report any disclosures of sexual harassment, sexual violence, relationship violence or stalking.** The Title IX Office makes every effort, when safe to do so, to reach out and provide resources and accommodations, and to discuss possible options for resolution. Anyone wishing to make a Title IX report or seeking accommodations may do so online, in person, via phone, or email to the Title IX Office. For information about Title IX or for a full list of resources please visit: <https://www.usf.edu/title-ix/gethelp/resources.aspx>. *If you are unsure what to do, please contact Victim Advocacy – a confidential resource that can review all your options – at 813-974-5756 or [va@admin.usf.edu](mailto:va@admin.usf.edu).*

**End of Semester Student Evaluations:** All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available

### **Writing Studio**

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit this [link](#)

### **Academic Accommodations**

Students with disabilities are responsible for registering with Student Accessibility Services (SAS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SAS website.

[SAS website for the Tampa and Sarasota-Manatee campuses.](#)

[SAS website for the St. Pete campus.](#)

### **Academic Support Services**

The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the [Office of Student Success website](#).

### **Canvas Technical Support**

If you have technical difficulties in Canvas, you can find access to the Canvas guides and video resources in the "Canvas Help" page on the homepage of your Canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing [help@usf.edu](mailto:help@usf.edu).

[IT website for the Tampa campus.](#)

[IT website for the St. Pete campus.](#)

[IT website for the Sarasota-Manatee campus.](#)

### **Center for Victim Advocacy**

The [Center for Victim Advocacy](#) empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.

### **Counseling Center**

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.

[Counseling Center website for the Tampa campus.](#)

[Counseling Center website for the St. Pete campus.](#)

[Counseling Center website for the Sarasota-Manatee campus.](#)

## **XIX. Important Dates to Remember**

For important USF dates, see the [Academic Calendar](#) at <http://www.usf.edu/registrar/calendars/>

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