

# COLLEGE OF THE ENVIRONMENT



Section 1 – Student Identification			
Last Name, First Name:		Western ID:	
Email Address		Major/PreMajor	

Section 2 – Registration Information			
Total Internship Credits:		Faculty Advisor:	
Internship Start Date:		Internship End Date:	
Number Credits Per Quarter (F/W/S/Sum):			
<p><i>Note: You must be registered for credits during quarters you perform <b>any part</b> of the internship work (Including Summer Session) to include writing of reports...this can be spread over multiple quarters. You are expected to register an appropriate number of credits based on anticipated hours worked BY Quarter (Example: Working 120 hours during Summer = 4 Credits Summer Enrollment).</i></p>			

Section 3 – Organization for Internship	
Organization Name:	
Intern Supervisor Name:	
Mailing Address:	
Email Address:	
Phone Number:	
Paid/Unpaid Position	
Description of Duties (Or Attach Job Description):	

## Section 4 – Learning Objectives

What do I intend to learn from this experience: (Be as specific as you can)

How does this experience contribute to my educational or career goals:

## Section 5 - Deadlines, Evaluation, and Assessment (Completed by faculty advisor)

**Quarter by Quarter Requirements for Satisfactory Grade for Internship** (Faculty MUST specify their requirements for each quarter of the internship for student to receive grade. Possible suggestions: Daily/Weekly Log, Oral Presentation, Poster Presentation, interim progress report, etc...):

Meet with Advisor: \_\_\_\_\_

First Draft Due: \_\_\_\_\_

Final Draft Due: \_\_\_\_\_

### Section 6 – Students Certification

I certify that I have read the University Policy on Risk Management Considerations for Student Internships and I will report any injuries suffered while performing internship promptly to WWU.

<https://policy.wwu.edu/POL-U2100.03-Managing-the-Risk-of-Off-Campus-Experiential-Learning-Programs>

I will endeavor to represent myself and my college well and will abide by the relevant policies, procedures and ethical standards of the university and my internship organization.

I understand that **30-hours of work per credit earned is expected** for an internship. I understand that I am expected to enroll in a number of credits commensurate with hours worked each quarter.

**Student's  
Signature/Date**

### Section 7 – Internship Site Supervisor Certification

I have reviewed the student's indicated learning objectives and on behalf of my organization agree:

- To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the assignment
- To regularly evaluate/provide feedback to student on progress, projects and areas of growth
- At or near the completion of the assignment to provide an evaluation of the student's performance
- To review and approve the Student's Learning Plan and communicate with the college if areas are not going to be met.
- To supply the student with, and abide by the organization's policy against discrimination and/or harassment in the workplace
- To contact the instructor or the College of the Environment Internship Coordinator (360) 650-3646, [ed.weber@wwu.edu](mailto:ed.weber@wwu.edu) should any problems arise

**Internship Site  
Supervisor  
Signature/Date**

### Section 8 – Faculty Advisor Certification

I certify that the student intern and I have reached agreement on the learning objectives and academic expectations for this experience. I have assigned appropriate educational requirements for each quarter of the experience. These objectives are challenging and enriching to the student's academic and/or career goals. I will award grades after satisfactory completion of all learning objectives assigned for each quarter registered by student. I have counseled student on registration requirement during quarters in which work is done.

**Faculty Advisor's  
Signature/Date**

### Section 9 – College of the Environment Internship Coordinator

Actions:

1. Review Agreement
2. Update Course Override
3. File Agreement in Student Records
4. Communicate with Employers as necessary during internship

# Registering and Completing ENVS/ESCI/UEPP 498B Credits

## YOU MUST BE REGISTERED FOR INTERNSHIP CREDITS WHENEVER YOU ARE PERFORMING WORK RELATED TO THE INTERNSHIP TO RECEIVE ACADEMIC CREDIT

- This **INCLUDES** Summer Sessions.

## REQUEST FACULTY MEMBER TO OVERSEE 498B CREDITS

- The CRNs for ENVS/ESCI/UEPP 498B credits are linked to specific faculty members.
- Students need to speak with the faculty member for these credits.
  - If possible, students should have a draft of an Internship/Learning Agreement completed before they approach a faculty member to supervise the internship.
  - Most students use their faculty academic advisor as their faculty internship supervisor
    - During Summer Sessions, your faculty advisor may not be available. If not, then register for internship credits with Ed Weber, CENV Internship Coordinator.
- Environmental Science students register for ESCI 498B and all others for ENVS/UEPP 498B.
- Registration for 498B (Internship Credits) requires an override, which is normally given by the CENV Internship Coordinator (Ed Weber, ES545)
  - You must have a completed/signed Learning/Internship Agreement signed **before** the override will be input.

## CRNS FOR ENVS/ESCI/UEPP 498B

- See Classfinder for the CRNs for ENVS/ESCI/UEPP 498B Internship credits.
  - During Summer Sessions, if your faculty advisor is not listed, please register for credits with Ed Weber, College of the Environment Internship Coordinator.

## VARIABLE CREDIT REGISTRATION ON WEB

- Initially you can only register for one credit.
- Instructions for changing variable credit are here: <https://registrar.wvu.edu/register-classes#variable>
- 30-hrs work = 1 academic credit. Register in good faith based on anticipated hours for the whole quarter.

## RESOLVING K GRADES

- To graduate, you must receive a passing grade for any credits listed on your major evaluation.
- For Internship, students must receive a Satisfactory (S) for S/U grading. **Incomplete grades not completed and graded after a quarter from the quarter of registration automatically become a U (Unsatisfactory) or a Z (equivalent to an F). Incompletes can impact financial aid**

## REPORT SUBMISSION

- Final report will be submitted to your faculty advisor using the E-SIGN Form available on the CENV webpage.
- Always consult with the faculty advisor **in advance** about how much time he/she will need to read and grade the report by the end of the graduation quarter.
  - Spring graduation can be a challenge because many faculty leave campus for extended periods after their last final. It's **YOUR** responsibility to get them the report in time for them to grade.