

**CSUS 493**  
**Professional Internship in Community Sustainability**

Summer 2017

On-line

**Instructors:**

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The purpose of the internship is to provide the student breadth and depth in a professional work experience in their field. This experience must be a minimum of 400 work hours. Breadth includes involvement in a number of aspects of the organization rather than an exclusive focus on just one task, such as a typical seasonal job would entail. Breadth also involves using the array of knowledge gathered by one's senior status in their major, whether Sustainable Parks, Recreation and Tourism; Environmental Studies and Sustainability; or Agriculture, Food and Natural Resource Education. It reflects coursework in the core concepts and foundations of sustainability and specific knowledge about operations, administration, planning and management in the student's chosen major, whether in the public, non-profit or commercial arena. Depth entails regular student reflection in the form of weekly reports submitted to and feedback received from the major's internship coordinator, as well as more in-depth modules and a special project that provides a direct benefit to the organization hiring the intern and involves the instructor in an advisory role.

One key result of the internship is that the intern will have a far greater understanding of the day-to-day professional responsibilities in their field and strengthen their professional network. Another is that a successful internship may lead to a strong recommendation from the intern's organizational supervisor as well as their major's CSUS Internship Coordinator. It may also lead to a job offer with the internship organization. In summary, the internship is more dependent than any other course in the student's degree program on the student bringing his/her knowledge, skills and abilities to bear on a daily basis in their chosen field. It is a capstone course and should be done when the student is a senior so they bring a strong knowledge and experience base to the internship. CSUS strongly supports and recommends CSUS students have a paid internship, rather than unpaid one, as it better values the student's knowledge, effort and commitment to the internship organization and their career. In practical terms, it also reduces the student's financial burdens.

**Objectives**

The student will:

1. Establish written career and internship goals and assess the impact of the internship on achieving and modifying those goals.
2. Understand the mission statement and organization structure of the internship organization and be able to assess the effectiveness of the organization in meeting their stated mission.

3. Use knowledge of evaluation process and procedure to evaluate a program or policy of the internship organization and suggest improvements.
4. Assess the interaction of the internship organization with the community at your work site, with a special focus on the organization's influence and efforts in community sustainability.
5. Integrate knowledge gained through MSU coursework and personal experiences into their daily tasks and across the entire internship.
6. Use skills/knowledge in a project beyond regular internship duties to meet an unmet need in the internship organization in consultation with the internship employer and your MSU internship coordinator.
7. Reflect on the impact of the internship experience at its conclusion and how it advances and refines your career plans.

### **Assignments**

#### **Reporting and Communication**

Internship coordinators will use either email or MSU's Desire-2-Learn (D2L) course management platform as a way to upload documents and journal about weekly activities during the course of the internship.

#### **Career and Internship Goals**

Prior to selecting your internship, provide your major's Internship Coordinator in writing your career goals and your internship goals, linking your internship goals to the achievement of your longer term career goals.

#### **Weekly Reports**

The 1st weekly report is to notify your Internship Coordinator that you have arrived and describe your first impressions of the internship situation. Subsequently each week, a weekly report is emailed to the major's coordinator. Each weekly will be approximately 1 page in length and should discuss tasks, accomplishments, observations, concerns and questions as well as record total number of hours worked. A template is found at <http://www.csus.msu.edu/undergraduate/internships>. There should be a weekly report every week, including the weeks when a separate module is due.

#### **Mod 1: Organization (end week 3)**

In a 1-2 page paper: Provide the mission statement for your organization, describe how the mission does or does not appear to be met based on your first three weeks and provide an organization chart for your site with a duty summary by position including yours. If there is no mission statement, ask your supervisor to outline the main points of your organization and work to develop one in your paper of no more than 3 sentences.

#### **Mod 2: Evaluation Process (end week 6)**

For a defined *program, facility, policy or function (PFPF)*, in a paper of 2-3 pages:

1. Describe the problem/challenge/need the PFPF is designed to meet.
2. What are the desired outcomes? Are they measureable? If not, what measureable outcomes would you propose?
3. What inputs are needed/used to meet implement the PFPF (e.g. budget, people, equipment, scheduling, etc.)?
4. Describe implementation of the PFPF.
5. Discuss whether the desired outcome(s) have been met.
6. Explain what feasibly could be done to improve the PFPF in terms of meeting the desired outcomes.

**Mid-Term Evaluation:** Use the Mid-Internship Evaluation Form for both the student and the supervisor at the halfway point of your internship (<http://www.csus.msu.edu/undergraduate/internships>) This will

provide you with guidance for the rest of the internship and useful feedback to your internship employer and to your Internship Coordinator. Email as a PDF or fax the completed evaluations to your internship coordinator at (517) 432-3597.

**Internship Site Visit:** Arrange a visit with your internship coordinator at/near your internship site after the first half your internship. In state all interns will be visited if possible. Out of state interns within 350 miles of MSU will be visited if possible. For those out of state beyond 350 miles, no visit will be made.

**Mod 3: Community Interface and Sustainability (end week 9)**

In a paper of 2-3 pages, discuss your organization's approach to sustainability and their interactions about sustainability with the community. Clearly list and discuss feasible suggestions to improve community engagement and sustainability.

**Mod 4: Goal achievement (end of week 12).** Looking back at your internship and career goals, discuss your internship in light of those initial goals in a paper of 1-2 pages. Discuss each individual goal and how overall your approach to your career has been influenced by your internship.

**Final Evaluation:** Use the Final-Internship Evaluation Form for both the student and the supervisor at the end of your internship on the CSUS website (<http://www.csus.msu.edu/undergraduate/internships>). This will provide you with guidance in your career and useful feedback to your internship employer and your MSU Internship Coordinator. Email a PDF of the final evaluations or Fax the completed evaluations to your Internship Coordinator at (517) 432-3597.

**Special Project:** Working with your internship organization supervisor and your MSU Internship Coordinator, design a project by end of 3<sup>rd</sup> week beyond the scope of your original duties that is beneficial to the organization and uses your unique mix of knowledge and skills. Complete it by the end of your internship. Describe the project in a paper of 2-6 pages that includes defining the problem/challenge/need, the approach you have chosen to improve the situation including measureable outcomes, the implementation of the approach (tasks, budget, cooperation necessary, etc.), and suggested measures of evaluation for the results.

Assignment	Grading Points Possible
Career and Internship Goals	5
Weekly Reports (4pts/week)	52
Module 1	7
Module 2	7
Module 3	7
Module 4	7
Special Project	15
Total	100

Points	Grading Scale Grade
100-90	4.0
85-89	3.5
80-84	3.0
75-79	2.5
70-74	2.0
65-69	1.5
60-64	1.0
Less than 60	0.0