

## **Environmental Science and Environmental Studies Internship Approval**

### **When and how should internship be approved?**

Internships must be pre-approved for suitability and must receive final approval after their completion. Ideally internships should be completed prior to the start of the senior year.

Essays and documentation should be submitted for final approval within two weeks of the start of the semester following completion of the internship.

**Final approval by Environmental Science/Studies Coordinator must take place before February 1<sup>st</sup> of a student's senior year.**

### **What counts as an internship? (and what does not count as an internship?)**

Summer research with a Wheaton faculty member, semester-long research with a Wheaton faculty member, research with a faculty member/scientist at another college or research institution, research/ internship with a non-profit or governmental organization. Environmental Science internships are required to have a research component. "Double-dipping" is not allowed. Work completed as part of another course may not be counted (499 courses are an exception).

**All requests for approval must be submitted in writing. All approval forms must include the student's name and major/minor. The following information must also be provided:**

Sponsoring organization  
Supervisor and contact information  
Position title  
Dates of internship

**Pre-approval requests** should include the above information and a one paragraph description of the work that will be completed as part of the internship.

**Final approval requires a letter from the Internship Supervisor** documenting successful completion of the internship and a description of the work completed. (1 page)

**Final approval requires written essays addressing the following questions:**

Provide a description of the internship experience and your duties as part of the internship. (1 page)

How did your internship experience contribute to your environmental science/studies education? How has this experience shaped your thinking about your future in environmental science/studies? (1 page)

Summarize the findings of your work and their scientific and social implications for understanding environmental issues? (1-2 pages)

### **Examples of internships**

Summer research with a Wheaton faculty member ( contact potential sponsor in early March, should apply for Mars Fellowship).

Semester-long research with a Wheaton faculty member (contact faculty sponsor prior to the start of the semester, BIO 499, CHEM 499, should apply for Wheaton Foundation Award).

Research with a faculty member/scientist at another college or research institution (NSF Research Experience for Undergraduates, U. Mass Cranberry Station).

Environmental work or research with for-profit business (Texas Instruments).

Non-profit organization (Greenpeace, Massachusetts Audubon).

Government organization (MA Natural Heritage and Endangered Species Program, MA Department of Environmental Protection, US EPA, Norton Conservation Commission).

# **Environmental Science and Environmental Studies Internship Approval CHECKLIST**

Student name and class year:

Academic Advisor:

Environmental Science Major – Environmental Studies Minor (circle one)

Task	Completion date	Notes
Contact internship sponsor		
Pre-approval information submitted		
Pre-approval by faculty coordinator		
Final approval essays submitted		
Final approval supervisors letter submitted		
Final approval by faculty coordinator		