Internship in Environmental Conservation Education

ENYC-GE.2024 (1-6 credits)

Fall 2014

Instructor:  Dr. Mary J. Leou
239 Greene St. 4th fl
212-998-5474
mary.leou@nyu.edu

Office Hours:  By appointment

Course Objectives:

In this course students will complete a field experience in the form of an internship in an environmental organization. This experience will enable students to apply theories to practice in the broad field of environmental education. This culminating activity will prepare students for a variety of real world experiences from teaching, to program development, evaluation, policy making, or research.

Goals:

Students will gain real world experience in an environmental organization and develop skills in program development, implementation, and evaluation, or other related activities.

Students will develop knowledge and skills in navigating the wide range of environmental organizations.

Students will use this experience to prepare for a career in the broad field of EE and potentially use the field experience to develop a project for Final Seminar.

Guidelines:

The first step in preparing for an internship is to identify resources and potential organizations suitable for an environmental education internship. Discuss options and opportunities with program faculty and seek out their advice on resources and projects.

There are a broad range of organizations available for you to choose from, so choose wisely. The internship will not only fulfill your graduate program requirements but also prepare you for your ultimate career choice. Interview with at least 3 organizations before you decide upon an internship. Once you have identified a suitable organization begin
drafting an internship contract in consultation with your sponsor. Read through the
Guidelines to help you launch your internship and note deadlines for contracts,
presentations, and final paper. Use the Wallerstein website to help you identify
environmental organizations and internship possibilities (www.nyu.edu/wallerstein).

Fall 2014 Requirements and Deadlines

1. Develop goals and expectations with internship sponsor. This should include
some type of substantive project/deliverable such as the development of a
curriculum, a research project, a literature review, a web page, program
development, report etc. Your goals and expectations should clearly articulate
what you as the intern want to get out of the experience and what the sponsor
expects you to complete as part of your internship.

2. Complete and submit your signed ECE “Internship Contract” to Dr. Leou no later
than Friday, September 19th. If you need assistance please let us know.

3. Keep a reflective journal of your activities in the internship. Take note of things
that are going well and also what challenges you are experiencing. Did you learn
something unexpected? Do you notice any interesting trends at your internship
location? Keeping a written record of your experience will help you keep your
substantive project in focus and also allow you to make the most of your time. For
example, it will help in your meetings with your sponsor and ECE internship
supervisor to discuss your experience and how your work is progressing. This will
also help you construct your final paper (see item 5) and your PowerPoint
presentation (see item 6).

4. Meet with your ECE faculty supervisor as necessary. Attend ENYC-GE.2024
meetings when they are scheduled: Friday, September 19 from 3-5pm, Friday,
October 24 from 3-5 pm, Friday, November 21 from 3-5, and Friday,
December 5 from 3-6 pm (note this final session is 3 hours while the others are
only 2 hours). Note all meetings will be in the Cloud Room 412 in the East
Building (239 Greene St., 4th Floor) unless otherwise specified.

5. Write a paper of approximately 3 pages per internship credit reflecting on your
goals and expectations and setting forth what you learned from the internship
experience Papers and Sponsor Letters are Due As Follows:

Summer Interns - Friday, October 25
Fall Interns – Friday December 5
In your reflective paper consider some of these questions to help guide your writing. What is the educational mission of this organization? How did you work impact or relate to the educational mission? What was successful in your own performance? How successful were you in constructing your deliverable? What could have been improved? In retrospect, what would you have done differently? What surprised you? What reflections or criticisms do you have for the organization you worked for as to how well it is fulfilling its mission? What recommendations would you offer the organization to attain its goals? Are there ways to improve programs or services? This is not an exhaustive list of questions but examples of what you might want to include in this paper. Consult with me if you would like some guidance on developing a set of questions for your reflective paper. Include references to literature as appropriate (APA in text citation). If you developed materials please include a copies along with your paper.

6. Be prepared to give a PowerPoint during the semester. I may ask some students who completed their internships early in the semester to present at the September 19th or October 24 sessions. Everyone else will give their presentations on either November 21 or the final session on December 5. Your presentations should describe your organization, your responsibilities as an intern and an overview of what you learned. Imagine you are speaking not only to other ECE internship students but others who might be thinking of interning at your organization. What advice would you give them? You are encouraged to utilize appropriate visuals to teach us about your organization and internship experience!

7. Bring any special concerns or problems to the attention of Dr. Leou immediately.

8. Please get a letter from your internship sponsor evaluating your performance and submit it to me no later than Fri, December 5 (earlier submission is appreciated).

9. Be sure to network at your internship site! Building a network of friends and colleagues will help you later in your career. Of course, internships lead to jobs, so make the most of your time during your internship!

**Grading**

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Class participation/attendance required at all sessions</td>
<td>15%</td>
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<tr>
<td>Internship Presentation</td>
<td>15%</td>
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<tr>
<td>Internship Reflective Paper</td>
<td>60%</td>
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<tr>
<td>Sponsor Letter</td>
<td>5%</td>
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<tr>
<td>Contract</td>
<td>5%</td>
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ENYC-GE.2024 Internship in Environmental Conservation Education

Internship Contract

Name of intern: ____________________________________________________________

Name of sponsor: __________________________________________________________

Starting date of internship: ________________________________________________

Location of internship:
_______________________________________________________________________
_______________________________________________________________________

Phone contact: ____________________________________________________________

Email contact: ____________________________________________________________

Brief description of the internship project/goals

Sponsor’s objectives:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Intern’s objectives:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Estimated duration of internship: ____________________________________________

Frequency of sponsor-intern meetings during the semester:
_______________________________________________________________________

Description of Deliverable for Sponsor:
________________________________________________________________________
Proposed project work plan with description of anticipated tasks:

Academic credits (1-6): _______________________
(One credit equals 45 internship hours)

*Final Paper (Approximately 3 pages per credit) Due Date: ______________
(Confer with Dr. Leou to determine final paper logistics.)
* In addition to your final paper, it is your responsibility to provide a final letter
from your sponsor with an evaluation of your performance.

The above is an accurate description of the internship project to be undertaken
by the intern under the guidance of the sponsor.

Changes in the project objectives or the project plan will be discussed by the
intern with the sponsor and the coordinator.

__________________________________________  ____________________________
Sponsor’s signature                             Intern’s signature

Date: __________________________  Date: __________________________

__________________________________________
Faculty Supervisor, Environmental Conservation Education Program

Date: __________________________

To the intern: Your fully approved contract is due within 2 weeks of the initiation
of your internship.