

Internship Handbook
Environmental Science
College of Science and Engineering Technology

Sam Houston State University

Member of the Texas State University System

Getting Started

Internships offer an excellent opportunity to gain experience working with professionals in the field of Environmental Science and they often create opportunities for future employment, either with the sponsoring company or agency, or with those which do similar work. Internships provide the experience-based learning opportunities which benefit students, while also serving the needs of employers. In addition, they can serve to strengthen the relationships between the university, the community, and employers. They require preparation in terms of identifying potential internship sponsors, relevant academic preparation, and a commitment to doing one's best to complete all responsibilities of the internship at or above the level expected by the internship sponsor.

Students in the Environmental Science program are encouraged to seek an internship experience during their junior year, though other times may be appropriate depending upon the internship requirements in relation to the student's academic preparation. You are encouraged to start the process of identifying potential internships prior to your Junior year by visiting with faculty, staff, or employers to identify opportunities that match your needs and skills.

The internship will be conducted under the supervision of a faculty member (i.e., your Faculty Internship Supervisor). The Faculty Internship Supervisor will, in cooperation with the Employer Internship Supervisor at the agency or company in which you will do your internship, establish the specific criteria that you must meet to fulfill the internship requirements. These criteria will be set forth in an "Internship Agreement" that you, the Faculty Internship Supervisor, and the Employer Internship Supervisor will sign.

Students who participate in an internship may benefit in many ways including:

- The opportunity to integrate classroom theory with actual experience in the workplace.
- Acquisition of practical skills desired by many employers.
- Development of professional contacts.
- Enhancement of permanent placement potential, starting salary, and position options.
- The opportunity to learn about the structure and functions of the internship firm, organization, agency, or industry.
- The opportunity to evaluate career options and choices.
- The possibility of obtaining partial coverage of educational expenses through the wages received from the assignment (if it is a paid internship).
- Development of personal independence, realistic work expectations, and required responsibilities.
- Development of interpersonal relationship skills.
- The opportunity to develop and enhance communication skills.

The internship program also meets several needs of the employers, including:

- The provision of motivated and productive employees.
- The facilitation of recruitment and retention of employees with relevant experience.

- Better utilization of higher salaried personnel.

While faculty members are not the primary beneficiaries of the internship program, it may provide the following opportunities for them:

- Faculty members can observe and interact with companies within their specialty areas, which provides a means of updating the technology used in classrooms, and the curriculum.
- Faculty members can observe, first-hand, the student's integration of classroom knowledge with application. As a result, faculty may refine their courses based on information regarding current practices in the field.
- Faculty members have opportunities to evaluate student performance outside the classroom, which helps them write stronger letters of recommendation for students.
- Faculty members may engage in research or other partnerships with environmental industries or agencies.

As an Environmental Science intern, you are a representative of the University, and especially the College of Science and Engineering Technology. As such, you are expected to always act in a professional and ethical manner, and to complete and document all work done as part of the internship agreement. The degree to which you do this will determine the grade you receive for the internship.

PROGRAM CRITERIA AND PROCEDURES

A. Student Eligibility Requirements

1. Major in Environmental Science
2. Completion of approximately 75 hours of coursework, including approximately 36 hours within the Environmental Science major. (The latter may include degree-specific Gen-Ed Core requirements for the degree, such as CHEM 1411, GEOG 1401, BIOL 1411, GEOL 1403, Math, etc.)
2. Minimum GPA of 2.5.
3. Minimum grade of "C" in ENG 1301 and 1302, or equivalent.
4. Transfer students become eligible upon the successful completion of one full-time semester if all other eligibility requirements are fulfilled.

B. Information Regarding Internship Credit

1. Internship students will receive one to six academic hours of credit as agreed to by you and your Faculty Internship Supervisor *prior to* initiating the internship.
2. A minimum of 100 hours of internship work/study per semester hour of credit is required.
3. A maximum of 6 internship credit hours may be used towards graduation. This may represent a single 6-hour internship, or multiple internships.

4. Registration for internship credit may be concurrent with the internship activities, or the following semester, as approved by the Faculty Internship Supervisor PRIOR to the initiation of the internship.

C. Student Responsibilities

1. Access the Internship Application Form and:

- a. Complete the **Internship Application form** and submit it to the Faculty Internship Supervisor.
 - b. Make arrangements to be interviewed by the prospective employer. In terms of the interview process, options include, but are not limited to, interviews on campus, phone interviews, on-line interviews, interviewing at the employer location, and/or screening and selection based upon written application documents. When you are interviewed, you must be appropriately attired and groomed for the interview. You should consider the dress style of the business/agency you are interviewing with and dress accordingly.
 - c. To be interviewed, you are required to provide:
 - a. your SHSU Internship Application form
 - b. your current resume
 - c. a list of three references with contact information
 - d. other information or application materials as specified by the employer.
 - e. After being interviewed and offered a position, either accept or decline the position in a timely manner, and inform your Faculty Internship Supervisor.
- * All materials should be typed/word processed.

2. Before beginning the internship:

- a. Visit your Faculty Internship Supervisor to:
 - 1) complete the **Internship Plan Agreement form** which specifies the internship requirements, such as objectives, required activities, weekly reports, special report/s, etc.); and
 - 2) finalize plans for the internship.
- b. Arrange for registration and payment of tuition and fees as approved by your Faculty Internship Supervisor. If more than one section of an internship course is being offered at the same time, be sure to register for the correct section to ensure that proper course credit – and credit hours - are awarded.
- c. Finalize the Learning Objectives with your employer by having your employer sign the **Internship Plan Agreement form**, sign it, and return it to the Faculty Internship Supervisor *prior to beginning the internship*. This is necessary to ensure that the Faculty Internship Supervisor and Employer Internship Supervisor are in agreement regarding the internship requirements/criteria.
- d. Complete the **Internship Release and Indemnity Agreement form**
- e. Sign the **FERPA - Buckley Amendment form**

3. During Your Internship

- a. Complete and send weekly progress reports as specified by your Faculty Internship Supervisor.
- b. Set an agreed upon date for you, your Faculty Internship Supervisor, and your Employer Internship Supervisor to meet - if possible. Ideally, the meeting should be done about half-way through the internship to discuss your performance and to allow time for you to address any concerns that the employer supervisor may express. If a face-to-face meeting is not possible, then make arrangements to have your supervisors contact one another via phone, e-mail, SKYPE, etc.
- c. Request that your Employer Internship Supervisor submit a completed **Employee Evaluation form** to your Faculty Internship Supervisor at about the halfway point in your internship, and another at the end of your internship.
- d. Complete and submit any additional assignments previously agreed to by you, your Faculty Internship Supervisor, and your Employer Internship Supervisor by the end of the internship experience.
- e. If required by either your Employer Internship Supervisor or your Faculty Internship Supervisor, conduct a special project.

4. After the internship is completed and you return to campus:

- a. Complete the final **Student Evaluation of Internship form** and return it to your Faculty Internship Supervisor *within one week* of the completion of your internship; *or*, if a date for submission is specifically indicated, then submit it by that date.
- b. If required, complete a special project report and submit it to your Faculty Internship Supervisor by the date specified on the Internship Agreement form.
- c. If required, prepare a presentation to be given at the discretion of your Faculty Internship Supervisor.

D. Employer/Employer Internship Supervisor Responsibilities

1. The work assignment must provide experiences related to the field of Environmental Science.
2. The responsibilities of the position should be such as to provide the student meaningful and challenging opportunities above that of general labor; i.e., it must require some knowledge of the relevant field of Environmental Science at a level appropriate for a student with an educational background in the field.
3. The position should provide work/internship experiences for the duration of the internship. *A minimum of 100 hours of internship work/study per semester hour of credit is required. So, a 3- hour course would require 300 hours of work, or the equivalent of approximately 7-8 weeks of full-time work (40 hours per week).
4. The Employer Internship Supervisor will assist in the development, implementation and achievement of the student's learning objectives and special project, if appropriate.

5. The Employer Internship Supervisor will complete an evaluation of the student's work *at about the half-way point* in the internship *and again at the end of the internship* using the **Employee Evaluation form**. These two forms should be faxed, mailed, or sent electronically to the Faculty Internship Supervisor.
6. The Employer Internship Supervisor will notify the Faculty Internship Supervisor of any dissatisfaction with a student's work, personality, or other problems that may arise on the job.
7. If the Employer Internship Supervisor feels termination is necessary, the Faculty Internship Supervisor must be notified in advance of such action.
8. Compensation - It is anticipated that student interns will receive compensation based upon duties and assignments specified by the firm/agency. However, on occasion, it may be advantageous for the student to accept an internship with no pay. If this is the case, then this must be agreed to, in writing, by the student.
9. The employer is expected to accept all legal responsibility for each intern as an employee and to adhere to all required Federal and State policies concerning employee rights and safety.

E. Faculty Internship Supervisor's Responsibilities

1. Counsel prospective intern students.
2. Develop internship positions in cooperation with industry and governmental organizations.
3. Work with students to develop learning objectives and give final approval of learning objectives.
4. Maintain communication with interns and employers during the internship.
5. The Faculty Internship Supervisor is encouraged to make an on-site visit with each student and employer during the internship experience if the travel distance is within reason. If this is not possible, then it is incumbent upon the supervisor to ensure that he or she receives the **Employee Evaluation form** approximately half-way through the internship and, if any problems are noted, the Faculty Internship Supervisor must contact the Employer Internship Supervisor to discuss the situation and seek a solution.
6. The Faculty Internship Supervisor is responsible for evaluation of student, based upon:
 - a. the Employer's/Employer Internship Supervisor's evaluation of the student intern
 - b. the Faculty Internship Supervisor's own evaluation of student's weekly and final reports, or assignments, projects, and/or presentations that the student must submit according to the terms of their internship.
7. Conduct follow-up communications with the employer (send thank you letter, discuss issues regarding the intern, discuss future opportunities for interns, etc.).

Environmental Science Internship Application Form

Today's Date _____

Student's Name _____ SHSU ID# _____

SHSU e-mail: _____

Alternate Other e-mail: _____

Local/Cell Phone number: (____) _____ Home Phone Number (____) _____

Local Address _____ Street Permanent Address _____ Street

_____ City State Zip _____ City State Zip

The following information is being asked solely for statistical purposes and the identification of possible job opportunities. You are *not required* to complete this, as the provision of this information is voluntary:

Date of Birth: _____ Age _____

Ethnic Origin:

- _____ White, Non-Hispanic
- _____ Indian/Alaskan native
- _____ Asian/Pacific Islander
- _____ Black, Non-Hispanic
- _____ Hispanic
- _____ Other

Do you speak any other language(s) besides English? Yes No

If yes, please specify: _____

Military Status: Veteran Yes No
 Active Duty Yes No Reserves Yes No

Academic Information:

Is your official Environmental Science Degree Plan/Declaration of Major on file: Yes No

Current classification? Freshman Sophomore Junior Senior

Overall SHSU GPA: _____ Major GPA: _____ Grade in ENGL 1301 _____ Grade in NGL 1302 _____

**GPA must be ≥ 2 and ENGL grades must each be ≥ 2.0 .*

Total college credit hours completed: _____ **Should have completed approximately 75 hours, of which about 36 should be within the major)*

Including this semester, how many hours are remaining for you to complete your degree? _____

Planned date of graduation (semester and year) (E.g. Spring 2026) _____

Internship Information:

Internship title/role: _____

In what semester and year do you plan to enroll in an internship for credit? (E.g. Summer 2025)

Planned dates (month/day/year) of your internship:

Beginning date _____ Ending Date _____

In what course do you plan to enroll for your internship? (E.g. BIOL 4394 Internship; AGRI 4096 Independent Studies, etc.) _____

How many hours of credit do you plan to receive for the internship? _____ **Note: If the second digit in the course number is) (zero), this means that it is a variable credit course. In such cases, it is necessary to specify the number of credit hours you will receive based on an agreement with your Faculty Internship Advisor. Also, in some cases, a student may enroll in more than one internship section and receive the corresponding amount of credit for those sections. So, please specify the total number of hours you will receive for the proposed internship.*

If you have completed a *prior* internship, how many hours of credit did you receive? _____

**Note: There is a limit of 6 hours of internship credit that a student may receive.*

Many internships require transportation.

Will you have transportation at your disposal? Yes No

Information Regarding Internship Company or Agency:

Name of internship company or agency: _____

Type of company or agency: _____

Phone number of internship company or agency: _____

Name of Employer Internship Supervisor: _____

Work phone number for your Employer Supervisor: (_____) _____

Email for your Employer Supervisor: _____

Address of internship company or agency:

_____ Street

_____ City State Zip code

Advisor Information and Signatures:

Advisor's name: _____

Faculty Internship Supervisor's name? _____

Please have both your Advisor and your Faculty Internship Supervisor sign and date this form attesting to the agreed upon credit hours and course number as specified above:

_____	_____	_____
Advisor Signature	Department	Date

_____	_____	_____
Faculty Internship Supervisor Signature	Department	Date

Any additional notes or comments:

Environmental Science Internship Plan Agreement Form

(Academic Requirements for Internship)

Date _____

Student's Name _____ SHSU ID# _____

SHSU e-mail: _____ Other e-mail: _____

Local/Cell Phone number: (____) _____ Home Phone Number (____) _____

Local Address _____ Street Permanent Address _____ Street

_____ City State Zip _____ City State Zip

Name of internship supervising organization, company, or agency: _____

Address of supervising organization: _____ Street

_____ City State Zip Code

Dates of Internship: Beginning date _____ Ending Date _____

Specific Learning Objectives of Internship:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Determination of Internship Grade

Sam Houston State University requires that a letter grade be given for internship courses in the Environmental Science program. The Faculty Internship Supervisor will assess all submitted evaluations and, combined with other observations and communications, make a determination of the course grade. Given the nature of the evaluation process, this determination is necessarily subjective; but, all efforts will be made to be fair and reasonable in the assignment of a final course grade. In order for your grade to be assigned in a timely manner, it is essential that the *Supervisor's Evaluation of Student* form be e-mailed or faxed to Dr. Marcus Gillespie, Environmental Science Program Coordinator (Marcusg@shsu.edu), and to your Faculty Internship Supervisor, approximately one week prior to the beginning date for final examinations.

Academic Criteria Required for the Successful Completion of the Internship:

As part of my internship, I will (check all that are required by your Faculty Internship Supervisor)

A. Complete reports on work accomplished: Yes No

*If reports are required, please check the applicable Report Submission Schedule below. You may check more than one; e.g. Weekly and Upon completion. *Your reports must be typed, professionally written, and thorough; i.e., they must describe/include all internship activities.*

___ Weekly ___ Every two weeks ___ Every Month ___ Upon completion of Internship

Percent of course grade represented by reports (if required) ___

B. Presentation/Final Report upon completion of the program. Yes No

If you are required to give a presentation over their internship experience, the exact form, length, and style of such a presentation are to be agreed upon by the Faculty Internship Supervisor. However, the presentation format will, at a minimum, include the following:

- a. a description and/or explanation of the organizational structure and function of the cooperating firm or agency sponsoring the internship.
- b. a description of your responsibilities and assignments within the overall organizational structure.
- c. an explanation of how your pre-planned objectives were implemented and the outcome of each.
- d. a discussion of the activities associated with your area of responsibility in relation to your interests and background.
- e. photographs and/or illustrations of your activities while on the internship.

If you are required to do a presentation, please indicate the following based on the agreement between you and your Faculty Internship Supervisor:

Format for presentation: (E.g. Oral, Power Point, Video) _____

If it is to be given in a course, state which course: _____

If it is to be given in a venue other than a course, state the venue. _____

Date by which the presentation must be given. _____

Percent of course grade represented by the presentation (if required) ___

C. Other required activities: Yes No (Please specify in detail) _____

Percent of course grade represented by these other required activities: _____

D. Submission of the Student’s Evaluation of Internship form - *This is required* of all interns and must be submitted within a week of completion of the internship, or prior to the final exam date for the semester in which your grade is to be awarded, in order to receive full credit for the course. (10% of grade)

Please have your Academic Advisor, your Faculty Internship Supervisor, and your Employer/Agency Internship Supervisor sign and date this form attesting to the agreed upon academic objectives and criteria:

Faculty Supervisors:

Academic Advisor’s name: _____

Faculty Advisor Signature Department Date

Faculty Internship Supervisor’s Name: _____

Faculty Internship Supervisor Signature Department Date

Your signature: _____

(Indicates agreement with academic criteria for internship)

Employer/Agency Internship Supervisor

The internship supervising organization, company, or agency agrees to provide the student an opportunity to obtain actual experience in the areas outlined above. The student’s immediate supervisor in the organization or company will be responsible for evaluating the student’s performance and will forward the evaluation to the Faculty Internship Supervisor at the end of the internship.

Name of Company or Agency Representative Title

Signature of company representative Date

Address (if different from agency): _____

City State Zip Code

Telephone _____ FAX Number _____

E-mail Address _____

Sam Houston State University
A Member of the Texas State University System
College of Science and Engineering Technology

INTERNSHIP RELEASE AND INDEMNITY AGREEMENT

Student's Name: _____

Course/Section #: _____

Internship organization/employer/agency: _____

Dates of Internship: Beginning _____ End _____

Faculty Internship Supervisor: _____ Department: _____

Academic Advisor: _____ Department: _____

I understand that I will be performing this internship voluntarily and upon my own initiative, risk, and responsibility. In consideration for the permission extended to me by the supervising organization to obtain this experience and in further consideration for SHSU facilitating this arrangement, I (for myself, my heirs, executors, and administrators) release, discharge, and agree to indemnify SHSU, the supervising organization, the faculty members named above, and each and all of the university's agents and employees who have facilitated my internship, acting officially or otherwise, from any claims on account of my death or on account of any injury to me or for damage to my property which may occur from any cause in connection with this internship regardless of whether such death, injury, or damage is caused by the negligence of the supervising organization or SHSU. I intend that the indemnity provided for in this agreement is a guarantee by me to indemnify SHSU and its agents and employees from the consequences of their negligence, whether that negligence is the sole or concurring cause of the death, injury, or damage.

Dated this the _____ day of _____, _____

Student's Signature _____

Sam Houston State University
 A Member of The Texas State University System

COLLEGE OF SCIENCE AND ENGINEERING TECHNOLOGY

FERPA - Buckley Amendment

As a student, you are protected by the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). The law basically says that no one outside the university shall have access to students' education records, nor will the university disclose any information from those records without the written consent of the student. For further information regarding the Buckley Amendment, please visit the following website: https://www.shsu.edu/dept/registrar/students/student_privacy_information.html .

However, potential internship supervising organizations, companies, or agencies may request information about your GPA (overall GPA, major GPA, minor GPA) as part of their applicant screening process. Therefore, we are asking you to indicate whether or not you grant permission for your Academic Advisor and your Faculty Internship Supervisor to provide this GPA information with potential internship supervising organizations, companies, or agencies if they request it. So, please sign your name next to the statement which expresses your wishes regarding such requests.

Yes, I agree to allow my Academic Advisor and Faculty Internship Supervisor to release my GPA information to internship supervising organizations, companies, or agencies if such information is requested:

_____ Printed name Signature Date

No, I do not agree to allow my Academic Advisor and Faculty Internship Supervisor to release my GPA information to internship supervising organizations, companies, or agencies if such information is requested:

_____ Printed name Signature Date

 *This form is to be kept by the Faculty Internship Supervisor and the Program Coordinator for the Environmental Science degree and/or the Dean of the College of Science and Engineering Technology

Student’s Evaluation of Internship

Your Name _____

Internship Company/Organization/Agency _____

Criteria		Excellent	Good	Fair	Unacceptable	NA
1. Assistance in relocating/finding housing						
2. Orientation to internship by SHSU faculty						
3. Orientation to internship by buisness						
4. Prompt payment of salary						
5. Availability of company/organization supervisor						
6. Supervisor answered questions satisfactorily						
7. Cooperation/assistance of other employees						
8. Policies and procedures adequately explained						
9. Assignments were consistent with internship						
10. Likely to recommend this internship to other students						
11. Internship was challenging						
12. Able to apply my education to problem solving						

1. Please provide your general feelings about the firm or agency with which you interned.

2. Please provide comments regarding your immediate Employer Internship Supervisor in terms of the quality of the assistance, guidance, and supervision he or she provided.

3. What were the most valuable aspects of the internship?

4. What, if anything, did you dislike about the internship?

5. In what ways do you believe the company or agency could improve the internship experience for future students?

6. What suggestions and recommendations do you have for other students who might wish to pursue an internship with your internship company, organization, or agency.

7. What changes to your academic or professional career goals, if any, do you plan to make as a result of your internship experience (i.e. courses to take, change in major, career plan changes, etc.).

8. In what ways do you believe SHSU could improve the internship experience for future students?

9. Additional comments:

Please e-mail this form to Dr. Marcus Gillespie, Associate Dean and Environmental Science Program Coordinator in the College of Science and Engineering Technology at marcusg@shsu.edu . He will send a copy to your Faculty Advisor and your Faculty Internship Supervisor.

Thank you for providing us with your comments regarding the company or organization with which you did your internship. This information helps us in the placement of future interns.

EMPLOYEE EVALUATION FORM

ENVIRONMENTAL SCIENCE DEGREE PROGRAM
 COLLEGE OF SCIENCE AND ENGINEERING TECHNOLOGY
 SAM HOUSTON STATE UNIVERSITY HUNTSVILLE, TX 77341

Student's Name _____

Please select the letter grade that you believe the student should receive for his or her performance during this internship: A B C D F

We would appreciate your cooperation in rating this student in terms of his or her performance on internship placement in your agency, business, or operation. Your responses will help the academic advisor in assigning a letter grade and identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

Criteria					
					Not Observed or Not Applicable
A. Personal Characteristics	Excellent	Good	Fair	Unacceptable	
1. Cooperates with management					
2. Cooperates with other workers					
3. Willingness to work					
4. Dependable					
5. Honest					
6. Ethical behavior					
7. Shows initiative					
8. Appearance					
9. Motivation					
10. Personality					
11. Accepts supervision					
12. Accepts constructive criticism					
13. Punctuality and attendance					
14. Professional attitude					
B. Skills					
1. Shows leadership ability					
2. Communication - Oral					
3. Communication - writing					
4. Learns new skills					
5. Adaptable					
C. Potential for career in this field					

1. Was the student adequately prepared to work in your program?
 Yes _____ No _____ Somewhat _____

a. In terms of academic preparation, list any areas in which the student appeared to be well-prepared.

b. List any areas in which you believe additional preparation would have improved the student's capability to work in your agency, firm or company.

2. How did the student demonstrate his or her acceptance of responsibility for program planning and implementation?

3. In your opinion, what are: a) the student's greatest strengths, and b) what areas may need improvement?

a.

b.

4. Did you get your "money's worth" from this student? (i.e., was the student's contribution to your business, firm or agency worth at least as much as you paid?)

Yes _____ No _____ Maybe _____

5. While some interns may be fairly early in their college education and have limited academic training, based on what you've experienced with this intern, what recommendations do you have to include in this student's academic program that would more adequately prepare the student for future professional roles?

6. Would you be willing to place another student with a similar background on internship at your agency? Yes _____ No _____ Maybe _____

If yes, we will add your name and address to our list of approved internship sites. If no, would you please indicate the reason why your agency can no longer participate in our Internship Program? This information may assist us in future planning.

7. Additional comments.

Supervisor's Signature

Date

8. If you have questions regarding this evaluation form, please contact Dr. Marcus Gillespie, Associate Dean and Environmental Science Program Coordinator in the College of Science and Engineering Technology, at 936-294-1401.

9. When completed, please submit this form via e-mail to: marcusg@shsu.edu