Class meets: To be determined by Internship Placement arrangement

Instructor: Dr. Linda Schweitzer, Faculty of Record
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Office phone: 248-370-2092
Office Hours: By appointment

Catalog Course Description:
Supervised practical experiences in an environmental health setting. Weekly journal and a written paper required.
Satisfies the university general education requirement for the capstone. Satisfies the university general education requirement for a writing intensive course in the major.

Course Prerequisite:
Completion of the university writing foundation requirement. Junior standing. Permission of instructor.

General Education Learning Outcomes:
Capstone Experience
The student will demonstrate:
- appropriate uses of a variety of methods of inquiry and a recognition of ethical considerations that arise
- the ability to integrate the knowledge learned in general education and its relevance to the student’s life and career

Cross-Cutting Capacities and Knowledge Explorations areas incorporated into this course:
Effective Communication
Social Awareness
Natural Science and Technology

Specific Course Objectives
At the end of this capstone course, the student will be able to:
- Integrate general knowledge in the multidisciplinary environmental field
• Demonstrate the ability to communicate effectively and specifically demonstrate an ability to design, write and produce a professional document
• Demonstrate good self-management skills including the ability to work independently and creatively, meet deadlines, and operate interdependently with colleagues and supervisors using appropriate assertiveness
• Apply problem solving processes, technologies, systems approaches and innovative thinking to create solutions and implement them

There is no required textbook for this course. However, you should have a workbook on scientific writing available. See instructor for suggestions.

Potential Internship Topics
Emergency Planning Management
Energy Management
Environmental Risk Assessment
Environmental Monitoring (Air, Water or Terrestrial)
Environmental Education
Hazardous Materials Management
Natural Resource Assessment
Toxic Substance Reduction
Wetlands Delineation

Internship Proposal

The Internship Proposal will consist of:

Introduction: an overview of the internship placement and the internship project. Identify the unit, the supervisor, and include a brief abstract of the proposed project.

Literature Review: places the internship in the context of the appropriate environmental literature. For example, if the internship project concerns disposal of hazardous waste, the intern should review the appropriate legislation that governs the process. Further, the risk literature would also be reviewed for such an internship placement. Another example: in the field of emergency planning, the literature search would include exemplary emergency plans. If working for a NGO doing environmental monitoring or environmental education, the analytical techniques or grade-appropriate existing learning activities would be reviewed. This literature review will become the basis for a bibliography in the final report.

Internship Goals:
This section of the proposal will describe the goals of your internship. Your goal might be to create a data base for tracking hazardous chemicals or preparing an emergency management plan or the preparation of environmental educational materials. This goal should be expanded in this section to include a time schedule and specific intermediate task objectives.
The Internship Proposal will be graded acceptable or needs revision. You will need to work with the instructor to address the specifics identified as needing revision.

The Internship Proposal is due no later than the end of the first week of class.

**Internship Requirement Instructions and Course Procedures**

1. Students meet with the Faculty of Record for ENV 470 to get the guidelines for the internship

2. Submit supervisor contact information at intended site  
   (including name, title, organization, address, e-mail and phone)

3. A journal that keeps track of what you are doing on the job. This provides a record and a continuing evaluation of your internship experience. It should contain the following information:

   - **A log of your activities**
     
     Document the number of hours you worked each week and the total number accumulated to date. A minimum of 8 hours is required per week, not counting the three writing assignments for the course.

     State briefly everything you did each week. Report meetings attended; tasks assigned, completed and in process; research performed, things that you learned from Environmental Health classes that you were able to apply to the job.

     Reflect weekly on the internship experience to date. Identify problems that have arisen, solutions considered, and the actions actually taken and whether or not the problem has been satisfactorily resolved.

4. Write a final paper giving examples of things that you were able to apply to the Internship that you learned in some of your Environmental Health major classes and other general education knowledge exploration courses. Consider this paper to be the documentation of your capstone experience – like a senior thesis. Give specific examples. While working on this final paper ask yourself the following:

   - What specific ideas from your courses or reading in Environmental Health or other coursework were applied to this internship experience?

   - What were some of the goals or the duties that you performed in this internship?

   - Was the internship valuable, or not, to your grasp of Environmental Health?
Would you recommend this internship to other students?

The final paper must be submitted for grading no later than three weeks prior to the last class day of the semester. You will be required to significantly revise, rewrite and resubmit based on the feedback of the Instructor of Record and your supervisor, if that individual agrees to participate.

The final paper, including the expanded literature review but excluding the list of references, must be a minimum of 10 pages in length. See the grading rubric for information on how the paper will be graded. Part of the grade will be dependent on the quality of the writing itself. Therefore, plan for time to give your paper a serious proofreading before turning it in. See the “List of Writing Errors Your Instructor Hopes Never to See Again”.

5. Supervisor evaluations. Each intern must be evaluated by his or her site supervisor. You are responsible for providing to your supervisor the attached Evaluation Form along with a postage-paid envelope addressed to the Environmental Health Director. You should also assure that your supervisor completes the evaluation and sends it back to the Environmental Health Director.

6. Students are responsible for providing both a hard copy and an electronic copy of their log and their internship report to the Faculty of Record.

Academic Conduct

The University’s regulations that relate to academic misconduct will be fully enforced. I insist on seeing your own work. Any student suspected of cheating by use of any previous student’s work, plagiarism, or by other means will be referred to the Academic Conduct Committee. Students found guilty of academic misconduct face suspension or permanent dismissal. OU subscribes to a search service for identification of plagiarized material (TurnItIn.com). You will be required to submit your written assignments to me electronically for this purpose. Anyone found by the Academic Conduct Committee to be guilty of misconduct will also receive a 0.0 grade for the course from the instructor in addition to whatever sanction(s) the Committee decides.

Special Considerations

Students who may require special considerations should work with Disabilities Support Services and the instructor to arrange accommodation.

Add/Drop Policy

The University Add/Drop Policy will be explicitly followed. It is the student’s responsibility to be aware of the University deadline dates for dropping the course.
Grade Determination

A minimum of two-thirds of the grade for the course is based on the written submittals. One sixth of the grade is based on the supervisor’s evaluation and one sixth is based on my evaluation of the internship performance.

My internship performance evaluation will use the following questions:

1. To what extent did the work reflect a basic understanding of environmental health?
2. How much did this work demonstrate the student’s knowledge of the subject matter?
3. To what extent did the work demonstrate good research skills?
4. To what extent did the work demonstrate good critical thinking skills?

Internship Proposal: 10%
Journal: 15%
Final Capstone Paper: 42%

Supervisor’s Evaluation: 16%

Faculty of Record Performance Evaluation: 17%
**Time Schedule** (See List of Potential Internship Topics above)

<table>
<thead>
<tr>
<th>Week</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Internship Proposal Due</td>
</tr>
<tr>
<td>Week 3</td>
<td>First two weeks of Log due for preliminary review</td>
</tr>
<tr>
<td>Weeks 2 – 11</td>
<td>Average of eight hours per week working at the internship placement site under the supervision of the external supervisor.</td>
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<tr>
<td>End of Week 11</td>
<td>Final Report due</td>
</tr>
<tr>
<td>End of Week 12</td>
<td>Final Report returned with comments for rewriting</td>
</tr>
<tr>
<td>End of Week 14</td>
<td>Rewritten Final Report and Log due in both hard copy and electronic forms</td>
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</tbody>
</table>
Name of Intern:

5. Excellent: did a first-rate job  
4. Good: better than average  
3. Satisfactory: performed adequately  
2. Below average: did not meet expectations  
1. Unsatisfactory: did poor work, much below expected level  
Circle DK (“Don’t know”) if you have no basis for rating on a particular characteristic.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Below Average</th>
<th>Unsatisfactory</th>
<th>DK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to write effectively</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Ability to communicate verbally</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Research skills</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Ability to handle statistical, quantitative tasks</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>General knowledge of environmental problems</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Adaptability, flexibility in responding to new situations or ideas</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Ability to follow directions</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Ability to work independently, resourcefully</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Interest in, enthusiasm for the work of the office</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
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<tr>
<td>Reliability, punctuality in work habits</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
<tr>
<td>Your overall assessment of this intern</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>DK</td>
</tr>
</tbody>
</table>

Additional comments about the intern’s performance.

Supervisor’s name and signature:    Date