

Environmental Science Internship

BIOL 4300

last updated May 2016

Course description

An internship experience is a required component of the Environmental Science degree plan. Students typically do the internship during the summer prior to their senior year or during their senior year. Students have done internships with a wide range of government agencies and private businesses in the field of environmental compliance. The internship experience allows students to integrate their academic preparation with actual work experience. Students are expected to arrange their internships for themselves, but the Director of Environmental Science, Dr. Jim Armacost, can provide, upon request, a list of agencies and companies (with contact information) that often offer internship opportunities.

How to enroll in the course

You cannot enroll yourself in the Environmental Science Internship (BIOL 4300) through Banner. Once you have arranged your internship, you and your supervisor at the agency or company where you will be working should complete the **Enrollment Form for Biol 4300 (Environmental Science Internship)**, which can be found below. Submit the completed form to the Director of Environmental Science, Dr. Jim Armacost, in person or via email (jarmacost@lamar.edu), in order to be enrolled in the internship.

Course requirements

To receive a grade and academic credit for the internship course (BIOL 4300), a student must complete at least 120 hours of work at the internship and submit the following:

1. A daily journal of all activities and duties performed. The journal should include a clear record hours worked, so that the Director of Environmental Science can determine if that requirement has been met.
2. A typed report that summarizes your work. The report should address the following points:
 - a. Describe your initial expectations of the internship and how those expectations were met or not.
 - b. Describe your professional development during the internship.
 - c. Describe any improvements in laboratory or field procedures, data collection, or data analysis that you made during your internship.

- d. Summarize your accomplishments during your internship.
3. An evaluation letter and completed **Environmental Science Intern Assessment Form for Biol 4300**, the latter of which can be found below, from your supervisor at the agency or company where you worked. The evaluation letter and Intern Assessment form should be in a sealed envelope or should be returned directly to the Director of Environmental Science to ensure confidentiality.

These materials should be submitted to the Director of Environmental Science, Dr. Jim Armacost, no later than the last class day of the semester.

Enrollment Form for Biol 4300 (Environmental Science Internship)

This form should be completed by the student intern and his or her supervisor and returned to the Director of Environmental Science, Dr. Jim Armacost, in person or via email (jarmacost@lamar.edu), in order for the student to be enrolled in the internship.

Intern's Name: _____ Student ID number: _____

Address: _____

Phone Number: _____

Semester and Year of Internship: _____

Agency, Company, or Laboratory: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email: _____

I understand that I, _____, must enroll in Biology 4300-02 and will be required to keep a daily journal of all activities and duties that I perform during the internship.

A minimum of 120 hours of work is required. The daily journal (including a record of hours worked), a typed report that summarizes your work, and a sealed evaluation letter with a completed Intern Assessment Form from your agency or company supervisor must be submitted to receive a grade and credit toward the degree.

Student's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor's Agency Position: _____

Date Completed: _____

Environmental Science Intern Assessment Form for Biol 4300

This form should be completed by the supervisor of the student intern and returned in a sealed envelope or by email to the Director of Environmental Science, Dr. Jim Armacost, jarmacost@lamar.edu.

Intern's Name: _____ Student ID number: _____

Semester and Year: _____ Hours worked by intern:

Agency or Company: _____

Contact Person and Phone Number or Email: _____

Levels of Proficiency: Level 1 = Poor, Level 2 = Marginal, Level 3 = Good, Level 4 = Excellent

Intended outcomes	Level 1	Level 2	Level 3	Level 4
Works with minimal supervision				
Ability to work as part of a team				
Ability to receive and use criticism				
Organizational ability				
Record keeping of data				
Ability to follow directions				
Maintenance of workstation				
Attendance				
Punctuality				
General attitude				
Appropriateness of training for position				
Quality of work				

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What were the strengths and weaknesses in the student's academic background for this project?

How could the Environmental Science Program at Lamar University better prepare its students for the profession?