

ENVS393/493 Internships in Environmental Science Syllabus

Arizona Online

Description of Course

ENVS393/493 is a (1-3) credit hour course that allows ENVS students to earn college credit while gaining experience in an area related to their future career goals. While completing an internship students will also be working on developing professional skills as part of this course. This course complements the [CALSCareer Competency Development Plan](#) and is aligned with the [ENVS Undergraduate Program Learning Outcomes](#).

Land Acknowledgement Statement

The University of Arizona sits on the original homelands of indigenous peoples who have stewarded this land since time immemorial. Aligning with the university's core value of a diverse and inclusive community, it is an institutional responsibility to recognize and acknowledge the people, culture and history that make up the Wildcat community. At the institutional level, it is important to be proactive in broadening awareness throughout campus to ensure all students feel represented and valued.

ENVS393/493 Prerequisites or Co-requisites

Students must complete all required internship paperwork in order to be enrolled in this course, the student's internship hours will be fulfilled simultaneously under the direction of their internship site supervisor while being enrolled in this course.

Instructor and Course Contact Information

Instructor & Contact Info: Dr. Scott Cowell P. 520.621.4166 E. cowell@arizona.edu

Office: Saguaro Hall Room 112, UA Main Campus Tucson, AZ

ENVS393/493 D2L Site: <https://d2l.arizona.edu/d2l/home/1182524>

Office Hours: By appointment only, please email me with your availability and I will reply with a confirmed time and Zoom link for our appointment.

Course Format and Teaching Methods

This course is delivered by D2L and involves experiential and service-learning as well as web-delivered learning activities and assessment

Course Objectives

Careers in Environmental Science are significantly influenced by hands-on experiences that complement what you learn in the classroom. ENVS 393/493 course objectives include:

- a. Connect environmental science emphasis areas to the career and professional setting
- b. Explore careers in environmental sciences prior to graduation.
- c. Practice communication, interpersonal and other critical skills in the professional setting.

- d. Develop employment contacts to assist in securing a full-time job in environmental science or related field following graduation.
- e. Reflect on the skills and knowledge necessary for obtaining employment in the field of environmental science

Expected Course Learning Outcomes (CLOs)

Learning outcomes describe what a student should know or be able to do upon completing the course, based on knowledge/skills gained. The ENVS 393/493 Course Learning Outcomes (CLOs) are stated in measurable terms and are aligned with the [ENVS Program Learning Outcomes \(PLOs\)](#):

- Identify** and perform objectives mutually agreed upon by the site supervisor, and the student and specifically related to the internship | Assessed by weekly activity log and midpoint and endpoint evaluations | Aligned with ENVS Undergraduate PLO 3,5.
- Integrate** theory and practices | Assessed by pre and post course surveys and self assessments | Aligned with PLOs 1, 3, 4 and 5
- Build** a record of work experience to enhance an existing resume | Assessed by submission of an updated resume which reflects the experience gained through the internship | Aligned with ENVS Undergraduate PLO 3,5.
- Create** an informative presentation that summarizes your individual studies experience and explains your ENVS internship (you will present this presentation during the ENVS Individual Studies Fall or Spring Showcase). | Assessed by Rubric | Aligned with ENVS Undergraduate PLO 3,5.

Absence and Class Participation Policy

The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>

The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <http://policy.arizona.edu/human-resources/religious-accommodation-policy>.

Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: <https://deanofstudents.arizona.edu/absences>

Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. Absences may affect a student's final course grade. If you anticipate being absent, are unexpectedly absent, or are unable to participate in class online activities, please contact me as soon as possible. To request a disability-related accommodation to this attendance policy, please contact the Disability Resource Center at (520) 621-3268 or drc-info@email.arizona.edu. If you are experiencing unexpected barriers to your success in your courses, the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office is located in the Robert L. Nugent Building, room 100, or call 520-621-7057.

Makeup Policy for Students Who Register Late

Statement on whether students who register after the first class meeting may make up missed assignments/quizzes and the deadline for doing so

Course Communications

Online communication will be conducted using your official UA e-mail address and D2L course site, students are responsible for checking their email inbox and course site for updates and announcements. You are welcome to email me directly with any questions or concerns and are encouraged to post course and internship questions to the help discussion forum on D2L as your questions support learning for you as well as benefit your peers in that the help discussions are hosted by the instructor and are available for viewing by everyone enrolled in the course.

Required Texts or Readings

You are not required to purchase a textbook, lab notebook, or other materials for this course as all of your required course readings and materials will be provided to you in accessible and electronic format on our D2L course site.

Additional Required Activities

- This course must be completed alongside the internship on site hours, to fulfill the requirements for a typical 3 credit hour course students must complete **120 hours of on-site internship work** + 15 hours course assignments for a total of 135 hours.
- Internship hours must be completed within the designated dates of your course enrollment.
- **All ENVS 393/493 students must present their internship presentation during the ENVS Individual Studies Presentation during the Fall or Spring Showcase.** Students will be provided instructions on the process for submitting and presenting their presentations for the Fall or Spring Showcase by their academic advisors and will present in either Fall or Spring based on the term in which they complete their internship.

Assignments and Examinations: Schedule/Due Dates

WK	Topics/Themes	Learning Activities	Points	% of Grade	Semester Due Dates ex.
1	Welcome, Introductions, Course Overview and "Getting Started" Introductory Activities	<ul style="list-style-type: none">● Review course materials● Self Introduction Discussion: introduce yourself and your internship (50pts)● Course presurvey (50pts)● Syllabus quiz (50pts)● Required Readings● Week 1 Activity Log (28.57pts)	178pts	18%	Due, Sunday 10.22.23
2	On Site Internship Work	<ul style="list-style-type: none">● Week 1 Activity Log (28.57pts)	28.57pts	3%	Due Sunday 10.29.23

3	On Site Internship Work	<ul style="list-style-type: none"> • Week 3 Activity Log (28.57pts) 	28.57pts	3%	Due Sunday 11.5.23
4	On Site Internship Work and Midpoint Check In	<ul style="list-style-type: none"> • Midpoint Site Supervisor Evaluation of Student (100pts) • Student Self Assessment (100pts) • Week 4 Activity Log (28.57pts) 	228.57pts	23%	Due Sunday 11.12.23
5	On Site Internship Work	<ul style="list-style-type: none"> • Week 5 Activity Log (28.57pts) 	28.57pts	3%	Due Sunday 11.19.23
6	Final Projects and Resumes	<ul style="list-style-type: none"> • Complete your final project and submit your completed slides (150pts) • Submit updated resume (50pts) • Week 6 Activity Log (28.57pts) 	228.57pts	23%	Due Sunday 11.26.23
7	Endpoint Evaluations and End of Term Activities	<ul style="list-style-type: none"> • End of Internship Site Supervisor Evaluation of Student (100pts) • Endpoint Self Assessment (100pts) • Post Course Survey (50pts) • Week 7 Activity Log (28.57pts) 	278.57pts	28%	Due the last day of class Friday 12.06.23
		Total Points Available to Earn	1000		

Final Examination or Project

The final project consists of creating a 7-10 slide presentation which is due in week 6 of the course and should reflect your internship experience. The final project instructions will include specific guidelines for what is to be included in the slide deck and the initial set of slides will be graded based using a rubric.

Note that all students must also present their presentation during the Fall or Spring ENVS Individual Studies Showcase which will be attended by faculty and students and presenters will be assessed by the ENVS Faculty as part of the required assessment of ENVS program learning outcomes. Students are encouraged to discuss the showcase presentation with their advisor and ENVS 393/493 faculty instructor of record.

To learn more about the final exam regulations visit:

<https://registrar.arizona.edu/faculty-staff-resources/room-class-scheduling/schedule-classes/final-exams>

Grading Scale and Policies

Alternative Grades of Superior (S), Passing (P) and Fail (F) are awarded for this individual/independent-research course. Grades for individual research studies are based on student engagement with faculty mentors (e.g. meetings and emails) and meeting research milestones (e.g. turning in small assignments that demonstrate work in progress, and a final project). An alternative grade of Superior (S) is awarded if the student has met or exceeded 90% of the expectations listed in the course syllabus by the end of the term, an alternative grade of Pass (P) is awarded if 80% of course expectations are met, and the alternative grade of Fail (F) is only awarded in cases where the student has met less than 70% of expectations. Alternative grades are not included in the calculation of the GPA, nor do they count toward meeting the criteria for dean's list, honorable mention, or academic distinctions per University policy. The University policy regarding grades is available at <http://catalog.arizona.edu/policy/grades-and-grading-system> .

Letter Grade	Effort Percentage	Points Needed to Achieve Grade
S	90% or above	900/1000
P	80% or above	800/1000
F	70% or below	700/1000

Internships require excellent time management, as well as maintenance of a healthy life and work balance. As this is a three credit hour course, the expectation of you as a student is completion of a minimum of 135 hours of effort over the course of the standard academic term. Weekly hours may also include meeting regularly with the instructor, site supervisor or faculty mentor.

Incomplete (I) or Withdrawal (W):

Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at <http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete> and <http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal> respectively.

Dispute of Grade Policy

The acceptable time period for disputing a grade on a paper, project, or exam is 2 business days during the term and within 24 hours of the final grade being posted in UAccess..

Honors Credit

Please contact your advisor and instructor regarding eligibility and applicability of honors contracts for this course; UA Honors contract information is available at <https://www.honors.arizona.edu/honors-contracts>.

Scheduled Topics and Associated Learning Activities/Assessment

Week	Topics/Themes	Associated Learning Activities and Assessment
1	Welcome, Introductions, Course Overview and Assigned Readings	Your self introduction, assigned readings and syllabus quiz must be completed this week. Your on site activities and weekly reflections are to be recorded in your weekly activity log in D2L.
2	Experiential Learning/Internship Hours	Your on site activities and weekly reflections are to be recorded in your weekly activity log in D2L.
3	Experiential Learning/Internship Hours	Your on site activities and weekly reflections are to be recorded in your weekly activity log in D2L.
4	Midpoint evaluations and self assessment	Your midpoint evaluation and self assessment are due this week in D2L, and your on site activities and weekly reflections are to be recorded in your weekly activity log in D2L.
5	Experiential Learning/Internship Hours	Your on site activities and weekly reflections are to be recorded in your weekly activity log in D2L.
6	Experiential Learning/Internship Hours	Your on site activities and weekly reflections are to be recorded in your weekly activity log in D2L.
7	Endpoint evaluations and self assessment, final projects, and updated resumes	Your endpoint evaluation, self assessment and slide set are due this week in D2L, and your on site activities and weekly reflections are to be recorded in your weekly activity log in D2L.

Classroom Behavior Policy

Recommended language:

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

Students are asked to refrain from disruptive conversations with people sitting around them during lecture and/or Zoom meetings. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

Notification of Objectionable Materials

This course typically does not contain material that includes explicit language, depictions of nudity, sexual situations, and/or violence. The instructor will provide advance notice if such materials will be used.

Students are not automatically excused from interacting with such materials, but they are encouraged to speak with the instructor to voice concerns and to provide feedback.

Accessibility and Accommodations

Recommended language is provided on the Disability Resource Center website:

<http://drc.arizona.edu/instructors/syllabus-statement>.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See:

<http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

The University Libraries have some excellent tips for avoiding plagiarism, available at

<http://new.library.arizona.edu/research/citing/plagiarism>.

Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

Nondiscrimination and Anti-harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. For more information, including how to report a concern, please see

<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Additional Resources for Students

UA Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

Campus Health

<http://www.health.arizona.edu/>

Campus Health provides quality medical and mental health care services through virtual and in-person care.

Phone: 520-621-9202

Counseling and Psych Services (CAPS)

<https://health.arizona.edu/counseling-psych-services>

CAPS provides mental health care, including short-term counseling services.

Phone: 520-621-3334

The Dean of Students Office's Student Assistance Program

<http://deanofstudents.arizona.edu/student-assistance/students/student-assistance>

Student Assistance helps students manage crises, life traumas, and other barriers that impede success. The staff addresses the needs of students who experience issues related to social adjustment, academic challenges, psychological health, physical health, victimization, and relationship issues, through a variety of interventions, referrals, and follow up services.

Email: DOS-deanofstudents@email.arizona.edu

Phone: 520-621-7057

Survivor Advocacy Program

<https://survivoradvocacy.arizona.edu/>

The Survivor Advocacy Program provides confidential support and advocacy services to student survivors of sexual and gender-based violence. The Program can also advise students about relevant non-UA resources available within the local community for support.

Email: survivoradvocacy@email.arizona.edu

Phone: 520-621-5767

Campus Pantry

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students for support. In addition, the University of Arizona Campus Pantry is open for students to receive supplemental groceries at no cost. Please see their website at: campuspantry.arizona.edu for open times.

Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

Preferred Gender Pronoun

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is on the class roster, please let me know. Feel free to correct instructors on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me directly in class or via email (instructor email). If you wish to change your preferred name or pronoun in the UAccess system, please use the following guidelines:

Preferred name: University of Arizona students may choose to identify themselves within the University community using a preferred first name that differs from their official/legal name. A student's preferred name will appear instead of the person's official/legal first name in select University-related systems and documents, provided that the name is not being used for the purpose of misrepresentation. Students are able to update their preferred names in UAccess.

Pronouns: Students may designate pronouns they use to identify themselves. Instructors and staff are encouraged to use pronouns for people that they use for themselves as a sign of respect and inclusion. Students are able to update and edit their pronouns in UAccess.

More information on updating your preferred name and pronouns is available on the Office of the Registrar site at <https://www.registrar.arizona.edu/>.

Safety on Campus and in the Classroom

Also watch the video available at

<https://ua-saem-aiss.narrasys.com/#/story/university-of-arizona-cert/active-shooter>

Confidentiality of Student Records

<http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa>

Subject to Change Statement

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.