



IDS 450 : Interdisciplinary Studies Sustainability Minor Internship

Course Description: The internship is designed to give students meaningful hands-on experience by applying the knowledge and skills learned in course-work sustainability minor coursework to on-the-job assignments and responsibilities at a host or campus organization. Student participation, learning, thoroughness and quality of assignments, and supervisor feedback all contribute to the final grade. This course is offered for 3 credits (120 hours) and may be repeated for credit one time. It serves as the capstone experience for the SUS minor.

Pre-requisites:

Minimum Junior standing, or permission of minor Director. Minimum 2.0 GPA required.

Student Learning Outcomes:

1. Students will gain an understanding of how their sustainability courses and learning can be applied to real jobs in the working world.
2. Students will demonstrate strong communication skills and will learn how to succeed within the local work culture.
3. Students will synthesize their interdisciplinary education with their experience, showing what they learned, gained, and developed in the summary assignment.

Program Goals:

1. Students will envision and create positive futures
2. Students will cultivate a sustainability perspective
3. Students will understand and employ systems thinking to solve problems
4. Students will understand the dynamics and limits of natural and social systems

Grades:

Assignment	Points	Due
Internship Plan	20	Wk. 1
Supervisor Mid-Term Evaluation	10	Wk. 8
Self-Evaluations 1 & 2	20	Wk. 4, 10
Supervisor Final Evaluation	20	Wk. 15
Self-Evaluation Final	30	Wk. 15
Total	100	

Grade	Quality Points	Percentage Equivalents	Interpretation	Grade	Quality Points	Percentage Equivalents	Interpretation
A	4.00	93-100	Excellent	C	2.00	73-76	
A-	3.67	90-92		C-	1.67	70-72	Below Average
B+	3.33	87-89	Superior	D+	1.33	67-69	
B	3.00	83-86		D	1.00	63-66	
B-	2.67	80-82		D-	0.67	60-62	
C+	2.33	77-79	Average	F	0	< 60%	Failure

Credit – for 3 credits, student must intern for at least 120 hours; student must complete all assignments; and Site Supervisor must complete mid and final evaluations.

Assignment Descriptions (turned in via email):

Internship Plan (20% of final grade) - During or before the first week of the semester, prepare a plan for your internship experience in collaboration with your on-site supervisor. You must answer the following prompts in approximately 2 pages:

1. What are your goals for your internship experience? List at least 2 goals, and inform at least one of them with research into reliable sources.
 - For example, you may be interning at a local community garden. You might research the impact of community gardens on food insecurity, food sovereignty, or the mental health benefits of green spaces: link this to one of your goals as a garden intern. If you are interning at a recycling facility, you might research the markets for recycled materials, capacities of local MRFs or landfills, or community recycling rates: link this to one of your goals as a recycling intern.
2. Discuss the job/internship description that you have submitted with your internship agreement. What will be your internship responsibilities? Which tasks do you believe you are prepared for? Which tasks seem like they might be challenges?
3. Choose two facets of your sustainability education that you believe will inform your internship experience or be enhanced by your internship experience.
 - What are they? Try to link them to specific classes or experiences.
 - How do they relate to the three dimensions of sustainability: environmental, sociocultural, and economic?
 - What are your expectations related to integrating your sustainability education with your internship?
4. How will you be evaluated by your site supervisor? Note any prospective meetings, assignments by the supervisor, site-required self-evaluations, etc. Your discussion should include at least the two mandated site supervisor evaluations, and you should discuss with your supervisor how they plan to provide feedback to you.

Supervisor Evaluations (10%, 20% = 30% of final grade)

Self-Evaluations (2@10%, 1@ 30% = 50%) – Submit in weeks 4, 10, and 15 (summer due dates will be adjusted depending on your work dates). You must answer the following prompts:

1. What significant learning experiences have you had thus far in your internship?
2. What made those experiences significant to you?
3. What insights have you had about the workplace and site of your internship?
4. How is your sustainability knowledge being extended or modified by the internship?
5. Please review [the goals of the interdisciplinary sustainability minor](#) and describe how your internship experiences address at least three of them.
6. What did you learn about this workplace, its goals, and its clientele?
7. What are the significant challenges of this workplace and your internship?
8. What knowledge gaps have you encountered? I.e. how prepared were you?
9. 1st two self-assessments: How can you improve your performance in this internship? Final self-assessment: Looking back, how might you have changed what you did to complete the internship even more successfully?
10. What other insights has this internship generated for you?

In your final self-evaluation, please add:

11. What did you accomplish in this internship that you are proudest of?

COURSE POLICIES

Internship Attendance

Success in your internship depends on your documented attendance and work ethic at your internship site. Your on-site internship supervisor is responsible for keeping track of your attendance. Issues that affect your attendance and/or performance throughout the semester (such as family issues, sick relatives, etc.) should be communicated to your supervisor and to me as soon as possible. My flexibility is determined by the amount of time remaining for you to accomplish alternate assignments. Do not expect to negotiate grades or missing assignments during the last month of the semester.

Excused Absences Policy – pertaining to coursework

Read and comply with the WCU excused absences policy, including absences for university-sanctioned events, contained in the WCU Undergraduate Catalog. In particular, please note that the “responsibility for meeting academic requirements rests with the student,” that this policy does not excuse students from completing required academic work, and that professors can require a “fair alternative” to attendance on those days that students must be absent from class in order to participate in a University-Sanctioned Event.

To make up any missed work without a grade penalty, you need an excused absence. Excused absences will be handled on a case-by-case basis. Excused absences are generally only granted for documented illness or a death in the family. Documentation, such as a physician’s note or death announcement, will be required for an absence to be excused. Documentation must be provided to the instructor the class period following an unexcused absence.

Assignment Due Dates

All assignments are submitted via email. All assignments are due on time.

- All submitted work should show evidence of strong and thoughtful writing: the type of writing expected of a developing professional.
- Don’t wait until the last minute to finish a required assignment. Rushed work is not quality work.
- A computer glitch is not an acceptable reason for not turning in work on time.
- **Helpful hint:** Begin good habits now and develop a personal deadline at least a few hours (or even a day) before the actual deadline to avoid any issues and save yourself some stress.

- Late work will only be accepted if you have an excused absence or with the faculty supervisor's approval. See Excused Absence sections above regarding what is and is not an excused absence. No late work will be accepted if it is turned in more than *two working days* after the due date.

Academic Integrity

It is the responsibility of each student to adhere to the University's standards for academic integrity.

Violations of academic integrity include any act

- that violates the rights of another student in academic work,
- that involves misrepresentation of your own work,
- or that disrupts the instruction of the course.

Other violations include (but are not limited to):

- cheating on assignments or examination;
- plagiarizing, which means copying any part of another's work
 - and/or using ideas of another and presenting as one's own without giving proper credit to the source;
- selling, purchasing, or exchanging or term papers;
- falsifying of information;
- and using your own work from one class to fulfill the assignment for another class without significant modification.

Proof of academic misconduct can result in the automatic failure and removal from this course.

For questions regarding Academic Integrity, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to the Communication Studies Department Undergraduate Handbook, the Undergraduate Catalog, The *Ram's Eye View*, and the University website at www.wcupa.edu.

E-mail Policy

It is expected that all students activate and maintain regular access to their **University provided e-mail** accounts. Official university communications, including those from the professor, will be sent through your university e-mail account. You are responsible for regularly accessing that e-mail account to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities associated with this course. I generally respond to emails within 24 hours during weekdays.

Emergency Preparedness

All students are encouraged to sign up for the University's WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information, visit www.wcupa.edu/wcualert. To report an emergency, call the Department of Public Safety at 610-436-3311.

Reporting Incidents of Sexual Violence

West Chester University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator, Ms. Lynn Klingensmith. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to

the person designated in the University protection of minors policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the webpage for the Office of Social Equity at <http://www.wcupa.edu/admin/social.equity/>.

Americans with Disabilities Act (ADA)

If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University's Office of Educational Accessibility (OEA), please visit them at 223 Lawrence Center. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is oea@wcupa.edu, and their website is at <https://wcupa.edu/universitycollege/oea>. In an effort to assist students who either receive or may believe they are entitled to receive accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the University has appointed a student advocate to be a contact for students who have questions regarding the provision of their accommodations or their right to accommodations. The advocate will assist any student who may have questions regarding these rights. The Director for Equity and Compliance/Title IX Coordinator has been designated in this role. Students who need assistance with their rights to accommodations should contact them at 610-436-2433.

Inclusive learning & anti-racism statement

Diversity, equity, and inclusion are central to West Chester University's mission as reflected in our Mission Statement, Values Statement, Vision Statement and Strategic Plan: Pathways to Student Success. We disavow racism and all actions that silence, threaten, or degrade historically marginalized groups in the U.S. We acknowledge that all members of this learning community may experience harm stemming from forms of oppression including but not limited to classism, ableism, heterosexism, sexism, Islamophobia, anti-Semitism, and xenophobia, and recognize that these forms of oppression are compounded by racism.

Our core commitment as an institution of higher education shapes our expectation for behavior within this learning community, which represents diverse individual beliefs, backgrounds, and experiences. Courteous and respectful behavior, interactions, and responses are expected from all members of the University. We must work together to make this a safe and productive learning environment for everyone. Part of this work is recognizing how race and other aspects of who we are shape our beliefs and our experiences as individuals. It is not enough to condemn acts of racism. For real, sustainable change, we must stand together as a diverse coalition against racism and oppression of any form, anywhere, at any time.

Resources for education and action are available through WCU's Office for Diversity, Equity, and Inclusion (ODEI), DEI committees within departments or colleges, the student ombudsperson, and centers on campus committed to doing this work (e.g., Dowdy Multicultural Center, Center for Women and Gender Equity, and the Center for Trans and Queer Advocacy). Guidance on how to report incidents of discrimination and harassment is available at the University's Office of Diversity, Equity and Inclusion.