Michigan State University
Internship Handbook
CSUS493

Overview and Objectives of the Internship

The purpose of the internship is to provide the student breadth and depth in a professional work experience in their field. This experience must be a minimum of 400 work hours. Breadth includes involvement in a number of aspects of the organization rather than an exclusive focus on just one task, such as a typical seasonal job would entail. Breadth also involves using the array of knowledge gathered by one's senior status in their major (Environmental Studies and Sustainability). It reflects coursework in the core concepts and foundations and specific knowledge about operations, administration, planning and management in the public, non-profit and commercial sectors. Depth entails regular student reflection in the form of bi-weekly blogs submitted via D2L and feedback received from the internship coordinator/instructor, as well as more in-depth modules and a special project that provides a direct benefit to the organization hiring the intern and involves the instructor in an advisory role.

One key result of the internship is that the intern will have a far greater understanding of the day-to-day responsibilities in their field. Another is that a successful internship may lead to a strong recommendation from the intern's organizational supervisor as well as the MSU Internship Coordinator. It may also lead to a job offer with the internship organization. In summary, the internship is more dependent than any other course in the student's degree program on the student bringing his/her knowledge, skills and abilities to bear on a daily basis in their chosen field. The professional internship is designed to be a capstone course. CSUS strongly supports and recommends CSUS students do a paid internship, rather than unpaid one, as it better values the student's knowledge, effort and commitment to the internship organization. In practical terms, it also reduces the student's financial burdens.

Objectives of the program include that students' will:

1. Establish career and internship goals and assess the impact of the internship on those goals.

2. Understand the mission statement and organization chart of the internship organization and be able to assess the effectiveness of the organization in meeting that mission.

3. Use evaluation knowledge to effectively evaluate a program, procedure or policy of the internship organization.

4. Understand the interaction of the internship organization with the community at your work site, with a special focus on community sustainability.

5. Integrate knowledge of their field into their daily tasks and across the entire internship.

6. Use skills/knowledge in a project beyond regular internship duties to meet an unmet need in the internship organization in consultation with the internship employer and your MSU internship coordinator.

7. Reflect on the impact of the internship experience at its conclusion and how it refines your career plans.

Internship Guidelines

All Students who are enrolled in Internship course (CSUS493) will be assisted with an internship experience structured around basic guidelines and specific assignments. Additional guidelines include:

- Students are to enroll in internship as an Independent Study (CSUS493) for 3 to 6 credits.

- Each student will arrange in consultation with his/her academic advisor and with the assistance of the internship coordinator a professional work experience of no less than 5 hours per week with no more than 40 hours per week and a total of 400 hours.

- It is the responsibility of the student to research and select the "most appropriate" internship. Evaluate your needs (financial, transportation, housing etc.) carefully since some internships do not pay a stipend while others will be a break-even experience. Some of the more common ways to identify an internship opportunity are:

    A. Resources around the student's hometown
    B. Internship openings via email messages from the advising office
    C. Career Services, 113 Student Services Building http://www.csp.msu.edu/
    D. Jill Cords, jcords@msu.edu, 121 Morrill Hall, MSU Campus
    E. Employment/internship offices of federal and state agencies
    F. National research institutions such as Resources for the Future.

- The Internship can be initiated at any time convenient to the sponsoring organization and the intern. **Formal registration for the Internship program must be done no later than at the beginning of the first semester** after the sponsoring organization, student intern, and the Department internship coordinator agree and sign the Learning Objectives Agreement relating to the specific internship experience, and complete a Training Agreement.

- Each internship experience will be confirmed with either a non-contractual Internship Training Agreement or a formal contractual Affiliation Agreement (whichever is preferred by the Sponsoring Organization).

- The internship coordinator will facilitate communication between the sponsoring organization, the student intern, and the University, where necessary, through personal visits, telephone, and e-mail.

- **Student interns must complete all assignments in a professional manner** as detailed in the Department of Community Sustainability Internship Handbook prior to receiving a grade and credit for the Internship (CSUS493). None compliance with these arrangements will result in a 0.0 grade for the Intern at the end of the Semester in which enrolled.

- Communication is essential for the student to gain the most from the internship experience. Questions, issues, or concerns, which cannot be adequately resolved by the site supervisor and the student intern, must be communicated to the internship coordinator as quickly as possible.

- Sponsoring organizations should feel free to contact the internship coordinator office by appointment, telephone, or e-mail with any questions or concerns.

Professional and Ethical Conduct

First and foremost, students should be aware that, while in the field, they represent the Department of Community Sustainability as well as the University as a whole. Students are expected to perform as they would in any job environment. This means you will:

- Arrive to work on time. Call the supervisor as early as possible when illness will cause an absence (extended absences should be reported to the internship office).

- Report to the organization dressed and groomed in an appropriate business-like manner.

- Discuss all work activities with one's site supervisor.

- Follow all organization rules observing punctuality, reliability and conduct.

- Complete all work assigned by the organization and all academic work assigned by the internship program in a timely manner.

- Assure that no commitments are made (i.e. employment or other classes) which will conflict with your required working hours. Students are reminded that they are expected to perform like any other employee in the organization.

- Demonstrate initiative and enthusiasm toward the internship organization and its programs.

- Demonstrate responsible attitude toward the facilities and equipment

- Display a cooperative and helpful attitude toward all organizational personnel.

- Maintain good public relations, both internal and external, to the internship-providing organization.

- Complete all assignments and reports required by the internship organization.

- Complete all assignments and reports required by the Department of Community Sustainability.

- Behave in a professional manner at all times. Unethical and/or unprofessional conduct may be grounds for dismissal from the organization and ensuing loss of credit for the course. Students and/or agencies should contact the internship office if they are experiencing any difficulties related to the internship agreement.

Communications

E-mail and D2L will be the primary method of communication between the student and the internship coordinator. You should be prepared to stay in contact with the internship coordinator on a regular basis. Dr. Everett's (everettm@msu.edu) or Dr. Eustice (mill1879@msu.edu)

Academic Requirements and Grades

In order for a student to receive credits for the internship he/she must register for at least 3 credits in the CSUS493 (Section 730) Internship course. As in all credit courses, CSUS493 operates on the basic 4-point grading scale (4.0=A). You do not have to use the forms included in this handbook to submit your assignments. Forms for these assignments may be simulated on D2L.

Grading	Assignment	Points Possible
	Career and Internship Goals (Discussion	10
	Bi-Weekly Blogs (70 Points/week x 7)	490
	Module 1	100
	Module 2	100
	Module 3	100
	Module 4	100
	Special Project	100
	Total	**1000**

Grading Scale

Points	Grade
1000-900	4.0
850-899	3.5
800-849	3.0
750-799	2.5
700-749	2.0
650-699	1.5
600-649	1.0
Less than 600	0.0

Credits and Contact Hours

Credits	Hours/Week	Total Hours
3	~30 (x13)	400

Students are responsible for monitoring their internship hours. You must complete the required number of hours given the number of credits for which you registered. Some organizations will require that you complete additional hours. You need to meet the Department's requirement in order to receive credit, and you need to meet the organization's requirement in order to remain in good standing with the organization. Within those guidelines, hours per week may be adjusted to fit individual student and organization needs. **Hours worked should be indicated in your bi-weekly blog.**

Due Dates

Every student's internship experience will be unique and will therefore require individual consultation with the internship coordinator to set due dates. It is your responsibility to make an appointment to discuss the timing of assignments with your internship coordinator. You may use following schedule as a guide.

DATE	MATERIAL	POINTS
First week	Career and Internship Goals (Discussion)	10
Bi-Weekly	Bi-Weekly Blogs (70 Points/week x 7)	490
End of 3rd week	Module 1	100
End of 6th week	Module 2	100
End of 6th week	Mid-Semester Evaluation	
End of 9th week	Module 3	100
End of 12th week	Module 4	100
End of Internship	Final Semester Evaluation	
Begin in 3rd week	Special Project	100
TOTAL POINTS		**1000**

There are seven assignments due throughout the semester. Please submit these to the internship coordinator through D2L. Your grade will be based upon these assignments and the internship provider's evaluation.

Late Assignments

A "late" is defined as any course requirement received after 12:00 A.M. the first weekday (not including holidays) following a due date. Note that D2L will time stamp your assignments therefore the D2L system will be used to define the 12:00 A.M. time. **10 points will be subtracted from the maximum possible for each day the assignment is late for all of the course requirements.**

Assignments during the Internship

Career and Internship Goals

Using the D2L folder labeled "Career and Internship Goals," create a discussion post that tells the group a bit about who you are, your career goals after university, and what you are doing in your current internship.

Bi-Weekly Blog

The 1st bi-weekly blog is to notify your Internship Coordinator that you have arrived and describe your first impressions of the internship situation. A bi-weekly blog should be uploaded to D2L each successive bi-week of the internship (7 blogs). Each bi-weekly blog should be approximately 1-1.5 page in length and address current tasks, accomplishments, observations, concerns and questions as well as **record the total number of hours worked**. A template for the bi-weekly blog can be found on the CSUS 493 course website. Note that there may be a bi-weekly blog and a Module due in the same week.

Module 1: Organization (End of week 3)

In a 1-2 page paper: Provide the mission statement for your organization, describe how the mission does or does not appear to be met based on your initial impressions and provide an organization chart for your site with a duty summary by position including yours. If there is no mission statement, ask your supervisor to outline the main points of your organization and work to develop one in your paper of no more than 3 sentences. Upload your Module 1: Organization paper to the appropriate Dropbox in the Folder labeled 'Submit Modules Here' on D2L.

Module 2: Management Process (End of week 6)

For a defined program, facility, policy, or function (PFPF, e.g., pick something about the organization from a management perspective and analyze the issue using the questions below), in a paper of 1-2 pages:

1. Describe the problem/challenge/need the PFPF is designed to meet.
2. What are the desired outcomes? Are they measurable? If not, what measurable outcomes would you propose?

3. What inputs are needed to meet implement the PFPF (e.g. budget, people, equipment, scheduling, etc.)?
4. Describe implementation of the PFPF.
5. Discuss whether the desired outcome(s) have been met.
6. What feasibly could be done to improve the PFPF?
7. Upload your Module 2: Management Process paper to the D2L location labeled "Module 2 – Management Process" folder.

Mid-Semester Evaluation: Use the Mid-Internship Evaluation Form for both the student and the supervisor at the halfway point of your internship. These forms are located on the CSUS internship website (http://www.csus.msu.edu/undergraduate/internships). This will provide you with guidance for the rest of the internship and useful feedback to your internship employer and to your Internship Coordinator. Upload your Mid-Term Evaluation to the appropriate Dropbox in the folder labeled 'Submit Evaluations Here' on D2L.

Module 3: Community Interface (End of week 9)
In a paper of 1-2 pages, discuss your organization's approach to sustainability and their interactions about sustainability with the community. Clearly list and discuss feasible suggestions to improve community engagement and sustainability. Upload your Module 3: Community Interface paper to the appropriate Dropbox in the folder 'Submit Modules Here' on D2L.

Module 4: Goal Achievement (End of week 12). Looking back at your internship and career goals, discuss your internship in light of those initial goals in a paper of 1-2 pages. Discuss each individual goal and how overall your approach to your career has been influenced by your internship. Upload your Module 4: Goal Achievement paper to the appropriate Dropbox in the folder 'Submit Modules Here' on D2L.

Final Evaluation: Use the Final-Internship Evaluation Form for both the student and the supervisor at the end of your internship. This is located on the CSUS internship website (http://www.csus.msu.edu/undergraduate/internships). This will provide you with guidance in your career and useful feedback to your internship employer and your MSU Internship Coordinator. Upload your Final-Term Evaluation to the appropriate Dropbox in the folder labeled 'Submit Evaluations Here' location on D2L.

Special Project: Working with your internship organization supervisor and your MSU Internship Coordinator, design a project by end of 3rd week beyond the scope of your original duties that is beneficial to the organization and uses your unique mix of knowledge and skills. Complete it by the end of your internship. Describe the project in a paper of 1-2 pages that includes defining the problem/challenge/need, the approach you have chosen to improve the situation including measurable outcomes, the implementation of the approach (tasks, budget, cooperation necessary, etc.), and suggested measures of evaluation for the results. Upload your Special Project and evidence of your completed project (i.e., the product/deliverable you completed or created for your special project) to the appropriate D2L folder labeled 'Special Project'.**(End of week 13)**

ACADEMIC MISCONDUCT

Article 2.III.B.2 of the Academic Freedom Report states: "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the Department of Sustainability adheres to the policies on academic honesty specified in General Student Regulation 1.0, *Protection of Scholarship and Grades*; the all-University Policy on *Integrity of Scholarship and Grades*; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: www.msu.edu.)

Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in this course. Students who violate MSU regulations on Protection of Scholarship and Grades will receive a failing grade in the course or on the assignment.
Faculty are required to report all instances in which a penalty grade is given for academic dishonesty. Students reported for academic dishonesty are required to take an online course about the integrity of scholarship and grades. A hold will be placed on the student's account until such time as the student completes the course. This course is overseen by the Associate Provost for Undergraduate Education.

(See also https://www.msu.edu/~ombud/academic-integrity/index.html). **There will be no warnings – the maximum sanction allowed under University policy will occur on the first offense**.

ACCOMODATIONS

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("VISA") form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

BEREAVEMENT:

Michigan State University is committed to ensuring that the bereavement process of a student who loses a family member during a semester does not put the student at an academic disadvantage in their classes. If you require a grief absence, you should complete the "Grief Absence Request" web form no later than one week after knowledge of the circumstance. I will

work with you to make appropriate accommodations so that you are not penalized due to a verified grief absence.

DROPS AND ADDS:

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is **September 28, 2020.** The last day to drop this course with no refund and no grade reported is **October 21, 2020.** You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

COMMERCIALIZED LECTURE NOTES:

Commercialization of lecture notes and university-provided course materials is not permitted in this course.

DISRUPTIVE BEHAVIOR:

Article 2.III.B.4 of the Academic Freedom Report (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.III.B.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." General Student Regulation 5.02 states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

E-LEARNING POLICIES

Information technologies such as D2L and email are widely used in this class. As a result, there are some additional policies that need to be understood.

- Students should visit the course's D2L site on a regular basis.
- Students should check their email frequently (all class email is sent to the student's official MSU email account).
- All assignments submitted electronically, either on disk or via email, should be free of any viruses and/or worms. Any infected file or disk that is submitted will receive a zero (0) for that assignment.
- This course recognizes the students' right to privacy and adheres to the Family Educational Rights and Privacy Act (FERPA).
- Students need to review the university policy "Acceptable Use of Computing Systems, Software, and the University Digital Network" at http://lct.msu.edu/guidelines-policies/aup/.

- Excessive emails make an unreasonable time demands on both sender and recipient. Please ensure you have a legitimate need before you write.
- Drs. Eustice & Everett will answer email about:
  - Questions arising from difficulty in understanding course content.
  - Requests for feedback about graded assignments.
  - Private issues appropriate for discussion within the teacher-student relationship.
- Drs. Eustice & Everett will NOT answer email which:
  - Poses questions answered in the course information sections of the course D2L site
  - Poses questions answered in the course syllabus.
  - Lacks a subject line clearly stating the purpose of the email and the course number (CSUS493).
  - Raises an inappropriate subject.
- Drs. Eustice & Everett will answer email received on a given day no later than close of work on the next workday.
- The Web site tech.msu.edu provides a number of information technology resources for students.
- You are responsible for the operation of any personally owned computers you use on or off campus. A malfunctioning computer system is NOT a valid excuse for submitting late work.
- Students are expected to have a high degree of self-motivation and self-direction in this class and develop the needed technology skills to excel in this class and in life.
- CSUS493 - Turnitin Policy - Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool.
- Students should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g. name or student number). The system will automatically show this information to faculty in your course when viewing the submission, however Turnitin will not retain the information.