

Instructor and Contact Information:

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Objective:

The objective of the MENR internship is to enable students to gain professional practice experience in their targeted career field. This experience will allow students to integrate the theoretical knowledge gained in the classroom into practice.

Grading:

This course will be graded S/U based on the successful completion of assignments.

Internship Structure:

Students will complete the internship requirement in one of three ways depending on their individual situations. All students will need to complete between 120-360 contact hours at the work site along with additional assignments. Assignments for each path will vary slightly to ensure all students gain needed professional skills and experience through this course. The three paths for completion are:

1. Students currently working in their targeted career field will use their permanent employment as their internship.
2. Students who obtain a paid, or unpaid, internship in their targeted career field.
3. Students who prefer to complete volunteer hours related to their targeted career field to fulfill their internship requirement.

Internship Requirements:

All students will submit assignments via the Carmen course site.

Pathway 1: (Please Carmen site for assignment deadlines)

In-Career students completing the internship by using permanent employment will need to complete the following assignments:

- Students will complete a pre-internship meeting with Dr. Stacey Fineran preferably prior to the semester, or in the early part of the term. This meeting will allow Dr. Fineran to discuss the student's proposed internship opportunity and to consider it for approval.
- Recognizing that the permanent position has many job responsibilities, students will be asked to identify aspects of the position on which they will focus for the purpose of this course. This does not mean other areas are neglected, but rather, that reflection pieces are connected to these selected areas.
- Signed agreement form from supervisor: This form has the employer acknowledge that the student will be discussing their work as part of an academic experience and agrees to allow the student to receive academic credit for the work being done as part of their employment.
- Pre-experience journal: The student will submit a 1-page minimum journal with an overview of their current position and highlighting aspects of the position that will be focused on as part of this experience. The student should specifically state how they would like to see these aspects of their position grow or improve.
- Post-experience journal: the student will submit 1-2-page minimum journal that summarizes the work completed over the term with a focus on the aspects of the position that were selected in the pre-experience journal. The student should address how growth or improvement was, or was not, made in these areas.

Pathway 2: (Please Carmen site for assignment deadlines)

Students completing the internship through a traditional paid, or unpaid, internship will complete the following assignments:

- Students will complete a pre-internship meeting with Dr. Stacey Fineran preferably prior to the semester, or in the early part of the term. This meeting will allow Dr. Fineran to discuss the student's proposed internship opportunity and to consider it for approval.
- 5 learning objectives: The student must draft the learning objectives and a brief but complete description of the proposed internship experience. The learning objectives and internship description should be submitted via the Carmen website.
- The student will also submit the Internship Contract to Carmen.
- The student will meet with a OSU Career Counselor to discuss career goals and career development opportunities. Following this meeting the student will submit a summary of the meeting to Carmen. Please speak with Dr. Fineran about acceptable options.
- The student must complete and submit a mid-experience journal, minimum 2 pages single-spaced. The journal should provide an overview of the experience and reflect on the 5 learning objectives and the progress made to date.
- The student must complete and submit the end-experience journal, minimum 2 pages single-spaced. The journal should detail the entire experience and reflect on how each learning outcome was or was not met during the experience.
- Personal and Professional Evaluations: Both the student and the employer will complete the internship evaluations during the final week of the term. These need to be submitted to Carmen by the end of the final week of the term. The Personal Evaluation is completed by the student to evaluate the quality of the internship experience. The Professional Evaluation is completed by the supervisor as a performance review with the student. Both forms are provided on Carmen.

Pathway 3: (Please Carmen site for assignment deadlines)

Students following a volunteer-based internship will complete this course by fulfilling the following assignments:

- The student will complete a pre-term meeting with Dr. Stacey Fineran. During this meeting the student will outline proposed volunteer experiences that they will complete to reach the 120-360 contact hours for the course and review the requirements for the course.
- The student will submit a proposed volunteer log to Carmen.
- The student will submit a journal summarizing their career goals and how the various volunteer opportunities they are completing align with these goals.
- The student will meet with Trish Raridan-Preston to discuss career goals and career development opportunities. Following this meeting the student will submit a summary of the meeting to Carmen.
- The student will write a resume and activate their account on Hire-a-Buckeye. The student will also upload their resume to Carmen.
- The student will attend at least two Lunch and Learn Career Development Workshop offerings.
- The student will complete three informational interviews with professionals practicing in their targeted career field. Summaries of interviews must be submitted to Carmen.
- The student must meet with at least one employer on campus. Students can register for this through the SENR Career Development Office.
- The student will submit final volunteer log to Carmen. Each volunteer experience should have a contact person listed with an email or phone number.
- The student will submit a journal summarizing their volunteer experiences and what skills, information, or networking they gained from their participation. The journal should include any plans for continuing relationships with volunteer sites, or how the student plans to use these experiences in accomplishing their career goals. This must be submitted to Carmen.

How do I find an internship?

A student enrolling in one of the internship courses is expected to plan the internship, co-op, or other work experience with the assistance of the ENR Career Development office as well as the MENR Director. Students should begin this process a minimum of six months in advance of the desired work period to discuss securing the most appropriate related position and begin their process of preparing their application materials.

- The School of Environment and Natural Resources, in conjunction with the College of Food, Agricultural and Environmental Sciences, hosts several Career Expos (<http://senr.osu.edu/careerexpo/>) each school year. Career Expos give students the opportunity to meet and speak with many different natural resource agencies that are seeking to fill internship and other permanent positions.
- There are always a variety of positions available through the Student Conservation Association and many other agencies that are especially well suited for students looking for a first-time experience. Links to these agencies can be found on the Career Services page of the ENR Undergraduate tab of the website (<http://senr.osu.edu>).
- Another great resource to check is HireaBuckeye web site (<http://cfaes.osu.edu/career>), which is our in-house job database and updated regularly. This service lists job opportunities all across Ohio, the entire US and around the globe. Additionally, students may post their resumes to a national web resume book and sign up for on-campus interviews with recruiters. Employers use this service to search for valuable candidates and invite them to apply for openings with their agencies.
- Students will also find a large listing of job resources on our Career Services page of the website under Career Related Links.

An Internship with Impact...

Students want to have an internship that is going to have an impact on your future. This means a student does not want to spend an entire semester working and leave with no new skills, knowledge or enthusiasm. A student should search for an internship much the same way one would for a full-time permanent position. A student should identify an employer that they would like to work for and make their interests known. When they hear of an opportunity, they should: research it thoroughly, get a copy of the position description and read it over, if they are unclear on any of the details call and ask questions, and make sure it's a good fit for them.

...and a Meaningful Experience

- There are several things a student may want to consider as they search for a meaningful experience.
 - Does the organization offer a structured training program, or will you be learning solely as you go?
 - Will you have a mentor within the agency/company?
 - Will there be opportunities for you to receive feedback on your performance?

Once an internship is secured, set some learning objectives. The student will do this in conjunction with the MENR Director one of our assignments for the internship class. The student should make a list of every task and responsibility for which they will be accountable and use this list to brainstorm learning objectives. What skills need to be practiced? What knowledge needs to be mastered?

Make the most of your internship!