

**Department of Environmental Science and Policy (ESP)**  
REQUEST FOR APPROVAL OF INTERNSHIP FOR ACADEMIC CREDIT  
(COURSE ESP 92 OR ESP 192)

Please review the following guidelines, complete the agreement with your faculty sponsor, and return it to Melissa Whaley in 2134 Wickson by the 12<sup>th</sup> day of instruction for the CRN. If your faculty sponsor is not a member of the ESP Department, you should take 92/192 with a different course designator. For non-ESP 92/192, please contact the faculty sponsor's home department for proper procedures.

**General Guidelines:**

1. Not all internships qualify for academic credit. Work that is clerical in nature or involves routine maintenance or service responsibilities *does not* qualify for academic credit. Work that enables students to apply academic concepts and methods and to grow intellectually and can be assessed by the faculty sponsor may be awarded academic credit.
2. Students secure an internship by working with a faculty member (in their lab, on a field project, etc), through Internship and Career Center or department Listserv postings, or by direct arrangement of the enterprising student.
3. Students must have completed 84 units to enroll in 192; otherwise students may enroll in 92.
4. The number of units awarded is contingent upon the degree of commitment to the internship setting. The basic formula is 1 unit of credit per 3 hours per week for a 10-week period.
5. Internships are graded on a P/NP basis and can be taken in multiple quarters if the internship extends beyond one quarter. Repeat requests are required for each academic term. No more than 12 units of 92/192 may be used for graduation.
6. Besides academic credit, students may receive Transcript Notation. Interested students should contact the Internship and Career Center and provide a copy of this form to apply.

**Obligations of the Student:**

1. For internships not directly supervised by the faculty sponsor, students must submit a detailed outline of the proposed internship including the statement of goals to the faculty sponsor.
2. Demonstrate to the faculty sponsor that the student has adequate background to permit successful completion of the project.
3. Actively participate in the experience to a degree commensurate with the unit credit requested.
4. Fulfill all requirements and obligations agreed upon with the faculty sponsor for end-of-term evaluation.

**Obligations of the Faculty Sponsor:**

1. Possess expertise in the area of the proposed internship.
2. Review student's adequacy of preparation for undertaking the proposed internship.
3. Evaluate the intern primarily on the basis of written work demonstrating the intellectual value of the experience.

\*\*\*\*\**To be completed by the student intern*\*\*\*\*\*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Email: \_\_\_\_\_

Course (92 or 192): \_\_\_\_\_ Units: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

Internship Name/Site: \_\_\_\_\_ Site Supervisor \_\_\_\_\_

\*\*\*\*\**To be completed by the student in conjunction with site supervisor/faculty sponsor*\*\*\*\*\*

**Brief Title & Description of Project** (describe work to be undertaken, responsibilities/duties, and other requirements):

**Goals** (reasons for taking this course and/or projected outcomes of this experience):

**Qualifications** (list specific courses and/or experiences that enable you to complete this special project):

\*\*\*\*\**To be completed by the faculty sponsor*\*\*\*\*\*

**To be completed and submitted to the faculty sponsor by the end of the quarter for evaluation and grade assignment.** In addition to experience, check all that apply

\_\_\_\_ Library Research

\_\_\_\_ Lab Notebook

\_\_\_\_ Diary, journal or log

\_\_\_\_ Site supervisor written evaluation

\_\_\_\_ Final paper or report or other, please explain:

\_\_\_\_\_  
*Print Name of Faculty Sponsor*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Date*

\*\*\*\*\**To be completed by the Department*\*\*\*\*\*

CRN \_\_\_\_\_

Issued by \_\_\_\_\_

Date \_\_\_\_\_