

**San Jose State University**  
**College of Social Sciences / Environmental Studies Dept.**  
**EnvS 285: Graduate Internship, Fall 2016**

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<b>Office Hours:</b>	Monday, 11:00 AM – 2:30 PM
<b>Class Days/Time:</b>	By arrangement
<b>Classroom:</b>	N/A
<b>Prerequisites</b>	Graduate Standing or instructor consent
<b>Library Liason</b>	Peggy Cabrerra

**COURSE DESCRIPTION**

**From the catalog**

Advanced service in a local, city, county, state agency, federal agency or environmental industry. Prerequisite: Graduate standing in Environmental Studies or instructor consent. Cr/NCr grading. Repeatable for 3-9 units.

**COURSE OBJECTIVE**

This course is an graduate academic experience designed to help you identify employment that is consistent with your skills, degree objective, personality, and/or life goals, to provide professional job experience in an environmental, to provide an opportunity for you to establishment a "professional network of contacts" that may help in your quest for full-time employment.

**COURSE STRUCTURE**

Internships are generally identified by the students, with guidance by the Graduate Coordinator and Thesis Adviser. Internships can be paid or unpaid. All internships need to be approved by the ENVS Graduate Coordinator. For each unit received 45 hours of approved internship work will be required, so that 3-units of credit will require 135 hours, 6 units will require 270 hours, and 9 units will require 405 hours. No official class meeting will take place, but students enrolled in 285 are required to meet with the Graduate Coordinator at the beginning and end of the term.

**COURSE REQUIREMENTS**

A written letter (on letterhead) from the immediate supervisor at the internship,

addressed to the Graduate Coordinator, will be required at the beginning and the end of the internship. The initial letter will include a detailed job description of the duties to be performed as part of the internship, and the number of hours to be worked. The final letter will describe what duties were performed satisfactorily and the number of hours actually worked. The final letter must be delivered before credit will be given for the course.

## **EVALUATION**

This is a CR/NC class. To receive credit, you must complete the requirements listed above. If the requirements listed above are not completed during the semester a no-credit “NC” grade will be given.

## **University Policies**

### **General Expectations, Rights and Responsibilities of the Student**

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. See [University Policy S90–5](http://sjsu.edu/senate/docs/S90-5.pdf) at [sjsu.edu/senate/docs/S90-5.pdf](http://sjsu.edu/senate/docs/S90-5.pdf). More detailed information on a variety of related topics is available in the [SJSU catalog](http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html), at <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://sjsu.edu/provost/services/academic_calendars) at [sjsu.edu/provost/services/academic\\_calendars](http://sjsu.edu/provost/services/academic_calendars). The [Late Drop Policy](http://sjsu.edu/aars/policies/latedrops/policy) is available at [sjsu.edu/aars/policies/latedrops/policy](http://sjsu.edu/aars/policies/latedrops/policy). Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the [Advising Hub](http://sjsu.edu/advising) at [sjsu.edu/advising](http://sjsu.edu/advising).

### **Consent for Recording of Class and Public Sharing of Instructor Material**

[University Policy S12-7](http://sjsu.edu/senate/docs/S12-7.pdf), [sjsu.edu/senate/docs/S12-7.pdf](http://sjsu.edu/senate/docs/S12-7.pdf), requires students to obtain instructor’s permission to record the course:

- Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.
- Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as

exam questions, lecture notes, or homework solutions without instructor consent.

### **Academic Integrity**

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://sjsu.edu/senate/docs/S07-2.pdf) at [sjsu.edu/senate/docs/S07-2.pdf](http://sjsu.edu/senate/docs/S07-2.pdf) requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://sjsu.edu/studentconduct) is available at [sjsu.edu/studentconduct](http://sjsu.edu/studentconduct).

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://sjsu.edu/aec) (AEC) at [sjsu.edu/aec](http://sjsu.edu/aec) to establish a record of their disability.

### **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](http://sjsu.edu/at/asc) at [sjsu.edu/at/asc](http://sjsu.edu/at/asc) located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.