

ENVS 497/INTERN 496: Undergraduate Internship Application

- Please read this form carefully.
- Application deadline for summer enrollment: **June 1**
- Application deadline for fall or spring semester enrollment: At least one week before classes begin in the internship semester
- This form must be completed and signed by the **ENVS Internship Coordinator** and **your internship supervisor** before you begin work at your internship
- Once your application is submitted **and approved**, you will receive a permission number to enroll in either ENVS 497 (fall/spring) or INTERN 496 (summer)
- Participants are responsible for submitting a self-evaluation at the internship midpoint and a final reflection, as well as ensuring that their internship supervisor completes two evaluations over the course of the internship: the **Employer Mid-Internship Evaluation** and the **Employer Final Evaluation** (these evaluations will be sent from the ENVS Internship Administrator)
- Students who enroll in fall or spring will receive a letter grade for ENVS 497 (4 credits). Grading for the internship will be based on employer evaluations and the final reflection completed by the student. For INTERN 496/7 (one credit) summer enrollment, students will receive an S or U based on the employer evaluations and final student reflection.
- Participants will be required to create a LinkedIn Profile and are encouraged to join the Green Career Cluster Listserv through the Emory Pathways Center
- Internship experiences **MUST** be **160 hours** or more of work to be considered.

Student Information

Student Name: _____

Student ID: _____

Internship Dates: _____

Hours per week: _____ Number of weeks: _____ Total hours: _____

ENVS 497 (fall or spring) or INTERN 496 (summer) semester enrolling: _____

Internship Information

Organization: _____

Organization website: _____

Supervisor Name: _____ Supervisor Email: _____

Internship Job Description (please attach a separate document if needed):

ENVS Internship Coordinator Approval

**** This approval MUST be obtained PRIOR to beginning the internship**:**

This student is approved for enrollment in ENVS 497 for the internship, hours and semester described above.

Name: Dr. Julie Clennon Signature: _____ Date: _____

Employer Statement:

I confirm that the above information is correct, and that I will provide two evaluations of the student's performance: a mid-internship and final evaluation. I confirm that the student will complete a minimum of 160 hours of internship work.

Name: _____ Signature: _____ Date: _____

ENVS 497/INTERN 496 Student Agreement:

I agree to complete the required number of internship hours (minimum 160), complete the mid-internship evaluation, final reflection and create a LinkedIn Profile during my internship.

Name: _____ Signature: _____ Date: _____