



DODGE FAMILY COLLEGE OF ARTS AND SCIENCES  
**ENVIRONMENTAL STUDIES**  
*The UNIVERSITY of OKLAHOMA*

## ENST 3800 Internship Course Information

### **Course Description & Purpose:**

ENST 3800 “Environmental Internship” provides students with the opportunity to earn college credit while engaging in a valuable experiential learning opportunity. Through internships, students are able to explore career possibilities before graduation, acquire major and career-related work experience, apply knowledge and skills learned in the classroom, and gain insight from current professionals in a given field. This course defines an internship as a planned hands-on work experience related to personal, academic, and career goals. By the end of the internship experience, students should be able to relate the content of their coursework to the work done in their internship and vice versa.

### **Course Eligibility Requirements:**

Students must have

- Active enrollment status with the University of Oklahoma
- Junior standing
- Permission of Environmental Studies Director

### **Enrollment Credit:**

ENST 3800 is a variable credit course offered in the summer, fall, and spring semesters with a credit limit of no more than three (3) total credit hours. A student’s credit hour enrollment will be based on the scale of one (1) college credit for every 48 hours worked within the semester. The specific hour totals are detailed below:

1 credit hour = 48 hours worked in the semester

2 credit hours = 96 hours worked in the semester

3 credit hours = 144 hours worked in the semester

Students who do not earn the maximum three (3) credit hours in one semester of enrollment may repeat the course until three (3) credit hours have been earned. No student may use the same semester of internship hours worked for both ENST 3800 and another internship course option within their department or college.

### **Assignments and Grading:**

Course assignments are used to facilitate processing and articulation of the internship experience and how it relates back to the student’s studies. The assignments consist of an hour log, self-evaluations, supervisor evaluations, and a final paper. The ENST 3800 internship course is an S/U graded course, and a grade of Satisfactory will be dependent on both timely submissions and quality of the assignments.

**Procedure for Course Enrollment:**

To enroll in ENST 3800, students need to complete the following steps:

1. Complete the internship course application form
2. Obtain documentation from the internship supervisor confirming both the student's acceptance into the internship position and a brief description of the duties/responsibilities expected.
3. Submit the internship course documents described above in items 1 and 2 to the Director of Environmental Studies. Incomplete applications will not be accepted.
4. Once submitted, your application packet will be reviewed by Zev Trachtenberg who is the instructor of record for the ENST 3800 course.
5. Submitted applications will be reviewed by the course instructor on a rolling basis. Once a decision had been made on the student's eligibility for enrollment, you will receive an e-mail confirming your enrollment status. Students approved for enrollment will also receive copies of the student and agency memorandum of understanding documents detailed below in item #7.
6. Once approved, students must log into ONE and officially enroll in ENST 3800.
7. The "Internship Memorandum of Agreement" (MOU) define the expectations of all parties involved in the internship experience and will require signatures by both the student and the internship supervisor. Completed MOU documents must be submitted to the course instructor no later than Friday of the first week of class. Any student who fails to submit their MOU by the deadline will have their enrollment in ENST 3800 cancelled.
8. While enrolled in ENST 3800 students will need access to a computer and the internet to complete the course assignments.

**Contact:**

If you have any questions regarding the ENST 3800 internship course please contact Zev Trachtenberg at [ztrachtenberg@ou.edu](mailto:ztrachtenberg@ou.edu) or (405) 325-0595.



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## ENST 3800 Environmental Internship Course Application

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

Classification: Junior / Senior

### **Enrollment Information**

Term applying for enrollment in ENST 3800: \_\_\_ summer / \_\_\_ fall / \_\_\_ spring 20\_\_\_

Credit hours you are planning to enroll in: \_\_\_\_\_ \*See the internship information page for the credit scale

### **Internship Position Information:**

Name of Agency: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Name of Internship Supervisor: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Contact E-Mail for Supervisor: \_\_\_\_\_

Contact Phone Number for Supervisor: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

Total hours worked during internship: \_\_\_\_\_ Paid Internship: Yes / No

- 1) Briefly describe the responsibilities, duties and/or tasks you will be responsible for during this internship experience:

2) How does this internship apply towards your declared major and the courses you have completed at OU?

3) How does this internship apply towards your future career goals?

**Once you have completed this application form, please request that your internship supervisor provide written confirmation of your internship position and responsibilities which should be attached to this application.** Once you have a completed application packet, submit all materials to the Environmental Studies Program, 511 Physical Science Center. Incomplete applications will not be accepted. If you have any questions about this application or the internship course please contact Zev Trachtenberg at [ztrachtenberg@ou.edu](mailto:ztrachtenberg@ou.edu) or (405) 325-0595. You will be contacted about your application at the e-mail address provided on this form.

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For Office Use Only:

Date Reviewed: \_\_\_\_\_

Decision: Approved / Denied

Enrollment Permission loaded in One: Yes / No Number of allowed hours: \_\_\_\_\_

Reviewer: \_\_\_\_\_