

**ENVIRONMENTAL MANAGEMENT
SPECIALIZATION**

Oklahoma State University

Environmental Science Graduate Program

Masters Degree

Internship Sponsor Guide

*To inquire about being a sponsor please call the
Environmental Science Graduate Program
at 1-888-477-7422, email talyah@okstate.edu, or write to us at
003 Life Science East, Oklahoma State University, Stillwater OK 74078*

OBJECTIVES OF THE EMS INTERNSHIP PROGRAM

Student Objectives

1. To provide students with the opportunity to demonstrate their ability to apply classroom knowledge and skills in an authentic work environment.
2. To assist students in learning more about their own professional interests.
3. To provide students with the opportunity to work in authentic work environments in order to demonstrate their abilities to their Internship Sponsor, their graduate committee, and themselves.
4. To provide students with a minimum of 240 contact hours of actual working experience.

Program Objectives

1. To improve the graduate education process.
2. To provide a forum for graduate students to apply theoretical knowledge in authentic work conditions.
3. To create a synergy between the EMS and Internship sponsors regarding Environmental Management professional demands and standards so that the EMS can assure that its curriculum remains responsive to the profession.
4. To provide an opportunity to develop a positive and visible relationship between the EMS and the global community.

SPONSOR GUIDELINES

1. Sponsors should have a desire to participate in a graduate educational program that prepares students for professional careers in Environmental Management.
2. Sponsors should have administrative procedures in place that can facilitate the Internship, including personnel policies, supervisory staff, financial support mechanisms, if appropriate, and a staff development program.
3. Sponsors should have facilities, equipment, and workspace to adequately conduct an Internship.
4. Sponsors should provide liability insurance coverage to Interns while they are employed in the Internship program, especially for manufacturing, field inspection, and other positions in which serious accidents or contaminant exposure may occur. If Internship Sponsors cannot provide their own insurance, they can purchase insurance through the university at a nominal cost.
5. Though Internship Sponsors are not required to pay Interns, the Internship Sponsor can pay interns as salaried employees, hourly employees, or subcontractors. Internship Sponsors can also be invoiced from the Environmental Institute for student Intern services. The rates are subject to what the Sponsor and Intern have agreed upon.
6. Sponsors should provide the EMS office with information about their company and duties that interns are expected to perform for them.
7. Sponsors should create a workplace environment in which learning by the Student Interns is the primary focal point of the Internship experience. Sponsors should not place Student Interns in any

positions of physical or psychological danger. Sponsors should proactively engage in creating an Internship experience in which the Student Intern is not subjected to incidences of sexual harassment, hazing, or discrimination of any kind as covered by local, state, and federal laws.

8. Students must attend all interviews scheduled with their candidate Internship Sponsor. Students should familiarize themselves with appropriate behavioral and dress expectations that would help them succeed in the interview. Failure to meet all appointments, interviews, and other obligations associated with the Internship may result in the loss of the Internship and a grade of “F” for the Internship course.
9. Internship Sponsors must sign an **Agreement to Sponsor** form and an **Internship Sponsor Information** form (if they are a new Internship Sponsor to the EMS) prior to the beginning of the Internship. These two forms must be included in the Appendices of the Internship Report.

INTERNSHIP EVALUATION SYSTEM

The Internship Evaluation System is designed to help the student, the student’s advisor, the ENVR 5600 Professor (if not the student’s advisor), and Internship Sponsor assess the degree to which the requirements of the EMS Internship Program are being met and to make any corrections to improve the success of the Internship. Three evaluation periods are required at specified dates. Evaluation forms for the Initial and Mid-Course Evaluations are available from the Coordinator’s office. The student, the student’s advisor, the ENVR 5600 Professor (if not the student’s advisor), and the Internship Sponsor should conduct the Initial and Mid-Course Evaluations. The Final Evaluation consists of the Internship Report defense. All members of the student’s graduate committee must sign the Internship Report Approval Form following the defense of the Internship Report.

- “ ***Initial Evaluation.*** The first evaluation must occur by the end of the second week of the Internship. Its purpose is to verify that all parties understand their respective roles and expected outputs. If problems exist, solutions shall be defined and implemented.
- “ ***Mid-Course Evaluation.*** The second evaluation must occur by the end of the fourth week of the Internship. This evaluation is used to assess students’ performance levels and to identify any remaining impediments to success.
- “ ***Final Evaluation.*** The final evaluation must occur by the due date for the semester in which the student is enrolled in the Internship. The Final Evaluation will determine if a student has adequately satisfied the requirement of the Internship Report. In this evaluation, students must submit and orally defend a written Internship Report. (See report guidelines).