



ENVIRONMENTAL STUDIES PROGRAM INTERNSHIP

Working and Learning Together

WHAT IS AN ENVIRONMENTAL INTERNSHIP?

An internship integrates university education with work experience. It is a placement with *environment-related* on-the-job duties and responsibilities. The aim is to provide students with short-term, entry-level employment related to their program of study.

HOW LONG, WHEN AND WHERE IS THE INTERNSHIP?

Internships should be at least 13 weeks in duration, and may be longer depending on an employer's needs and student availability. The internship is normally taken after year three. Most placements are expected to be in Canada, but international appointments are also welcomed.

WHAT IS A SUITABLE INTERNSHIP?

An internship is suitable if it is:

- **Related** to the student's program of study. This might be either Environmental Studies (defined very broadly) or the second major (biology, chemistry, business, social science, English, etc.).
and
- **Supervised** by someone capable of providing training, direction, evaluation and support.
and
- **Developing** new knowledge and skills in lab or field techniques, research, communication, computer literacy, interpersonal relations, etc.

WHO IS INVOLVED IN AN INTERNSHIP?

An internship is a partnership among students, employers and King's:

- **Students** apply their knowledge, skills and creativity, and gain valuable work experience.
- **Employers** benefit from competent and enthusiastic workers, identify potential future employees, and gain public recognition.
- **King's** receives regular feedback from students and employers on program quality, and the job-readiness of its graduates.

STUDENT RESPONSIBILITIES

Students are ultimately responsible for seeking, applying for and securing a suitable internship. Arranging an internship is like looking for a job. Students agree to abide by King's internship policy and the employer's terms of employment, including confidential or proprietary information.

EMPLOYER RESPONSIBILITIES

Employers designate a position as an internship for the hired student. Each employer agrees to:

- Confirm a job offer in writing.
- Provide adequate supervision for the intern on duties providing entry-level environmentally related experience.
- Not convert an internship into a permanent position or otherwise discourage a student from completing their education.
- Evaluate the student's work performance on completion of the internship (using a 2-page form).

KING'S RESPONSIBILITIES

King's provides a placement service for students, including a resume-writing workshop, job fair, job postings, contacts and resources on environmental employment.

King's agrees to:

- Review positions for their suitability as internships.
- Communicate regularly with students via email, phone
- Visit the job site during the placement, where possible.
- Assist employers in finding a student with suitable skills.

King's can also provide employers with on-campus interviews, references, promotion and public recognition, and other information.

ARE INTERNSHIPS PAID?

Most are expected to be paid positions, but volunteer service is also acceptable. Salaries and benefits, or terms of volunteer service, are negotiated between the student and employer.

IS THERE FOLLOW-UP?

A semester course, "Internship Reflections & Issues" (ENVS 491) follows the internship. Students collectively share their internship experiences, identify workplace issues, carry out a project (possibly for the employer), and acquire further career-readiness skills.

IS THIS A DEGREE REQUIREMENT?

Yes. An internship (non-credit) is required of all students completing the four-year B.A. or B.Sc. program in Environmental Studies.

IS THIS A CO-OP WORK TERM?

The internship is similar to a co-op work term, but it differs in that eligible students must have completed three years of study in the Environmental Studies program. Only one placement is required.

DISPUTE RESOLUTION

Attempts will be made to resolve any dispute concerning the internship by internal resolution involving the student, employer and King's. Where internal resolution is not possible, an external negotiator, mutually agreed upon, will be sought to achieve resolution.

WHO IS THE KING'S UNIVERSITY COLLEGE?

We are a Christian liberal arts college with an enrollment of approximately 670 students. King's is a member of the Association of Universities and Colleges of Canada (AUCC). We offer accredited BA, B.Com., B.Mus. and B.Sc. degrees, and a B.Ed. after-degree. The Environmental Studies program began in 1995 and currently has about 30 students.

FOR FURTHER INFORMATION:

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<http://www.kingsu.ab.ca/Envspage/welcome.shtm>