



ENVIRON 398
Environment Internship Program Guidelines

Effective January 2015

Research on learning has repeatedly shown the importance of learning by doing. Instead of memorizing lots of facts, which is common in the classroom, the experiential learning that occurs during an internship gives students a chance to translate academic knowledge and apply it in real world settings. These experiences are also important because they allow students to develop a broad range of practical skills. Recognizing these benefits, PitE encourages students to pursue environmental related internships and allows these experiences to be used to fulfill the PitE practical experience requirement.

Michigan Internship Learning Environment (MILE)

PitE has developed an online internship preparation and management system – the Michigan Internship Learning Environment (MILE). The MILE program includes a series of stages that must be completed before, during, and after the internship. This process can be initiated throughout the academic year. Each of the goals and activities included in MILE must be completed before students can gain Environ 398 credit for an internship experience.

I. Eligibility

In order to enroll in Environ 398 and earn internship credit you must:

- A. Have completed at least two terms of study at the University of Michigan or equivalent campus.
- B. Have completed Stages One and Stage Two of PitE's MILE program.
- C. Have an environmentally-oriented internship that involves at least 160 hours of work during a period of at least 4 weeks.
- D. Be in good academic standing, including a minimum 2.0 G.P.A.

II. Procedures & Grading

- A. All internships in PitE are graded on a Pass/Fail basis.
- B. A passing grade will be awarded only upon successful completion of all aspects of the PitE MILE program. This includes:

1. Prior to the Internship and enrollment in Environ 398

MILE Stage One – This portion of the MILE program will help you get oriented. During this stage you will need to review the internship requirements, identify internships that might be a good fit, think about the process of experiential learning, and begin contemplating your internship research topic. These activities are outlined in MILE Goals 1-4.

MILE Stage Two – This portion of the MILE program involves securing your actual internship placement and obtaining documented approval from the internship host/on-site supervisor, developing an internship research plan, and securing a faculty advisor. These activities are outlined in MILE Goals 5-8. Once you complete this stage you may register for Environ 398 and are eligible to earn internship credit.

2. During the Internship

MILE Stage Three – During this stage you will be asked to contribute written reflections at the beginning, middle, and end of the internship. Midway through the internship you will also need to check-in with your faculty advisor to report on your internship research progress. In addition, your internship supervisor will need to complete a final performance evaluation. These activities are outlined in MILE Goals 9-11.

3. After the Internship

MILE Stage Four - This final stage involves completing your internship research project and sharing your findings. After turning in the internship research report to your faculty advisor you'll need to submit a short narrated presentation about your work. You will also be asked to write a short final reflection and complete an evaluation of the overall internship experience. These activities are outlined in MILE Goals 12-14.

NOTE: While the parts of the MILE program are designed to help you find an appropriate internship, you are responsible for finding an experience that is environmentally focused and satisfies the requirements described above.

III. Academic Credit

- A. Environ 398 must be elected for 3-4 credits to meet the PitE practical experience requirement.
- B. No more than 15 hours of experiential education may be counted toward your Bachelor's degree.
- C. Environ 398 may be repeated for a maximum of 9 credits.

Enrollment in Environ 398 must either occur in the term in which the internship occurs, or the next fall term immediately following the internship. You will need to plan your terms in order to accommodate 3 credits for Environ 398 for ONE TERM in order to satisfy the PitE Practical Experience requirement.

To receive academic credit for Environ 398:

- Complete all MILE Stages.
- Complete additional work required by the Faculty Advisor (e.g. readings, etc.).

IV. Student Timeline

Semester Prior to Internship

- Attend a MILE Orientation Session
- Complete MILE Stage One
 - Complete Self-Assessment and Internship Assessment
 - Complete Experiential Learning Activity
 - Complete Internship Research Activities
- Complete MILE Stage Two
 - Secure and Confirm Internship Placement
 - Secure and Confirm Faculty Advisor
 - Create Internship Research Plan
 - Get Approval from Faculty Advisor
 - Enroll in Environ 398

During the Internship

- Complete MILE Stage Three
 - Complete Reflection Activities at the beginning, middle, and end of the internship
 - Check-in with Faculty Advisor about internship research progress midway through the internship
 - Student Performance Evaluation completed by Internship Supervisor

Semester Student Elects to Receive Environ 398 Credit

- Complete MILE Stage Four
 - Final Internship Research Paper(s) submitted to Faculty Advisor
 - Create narrated PowerPoint presentation about Internship Research experience
 - Complete Final Reflection and Final Internship Evaluation

V. Overview of MILE Program and Environ 398

