



IDS 450: Sustainability Minor Internship Application & Agreement

Interdisciplinary Studies (IDS) is the department in which the sustainability minor and its internships are currently housed. Students requesting enrollment in Sustainability Internships must complete this form in its entirety and collect appropriate signatures from external and internal Supervisors.

Course Description: The Internship is designed to give students meaningful hands-on experience by applying the knowledge and skills learned in sustainability minor coursework to on-the-job assignments and responsibilities at a host or campus organization. Student participation, learning, thoroughness and quality of assignments, and supervisor feedback all contribute to the final grade. This course is offered for 3 credits (work equivalent = 8 hours per week; 120 hours total) and may be repeated for credit one time. It serves as the capstone experience for the SUS minor, replacing SUS400.

- This Internship is open to students in the sustainability minor with a minimum of 60 earned credits (Junior status) or permission of External/Site *and* Internal/Faculty Supervisors. A 2.0 minimum GPA is required.
- Students researching internship opportunities should discuss internship options with the director of the SUS minor and also use the resources of the [Twardowski Career Development Center](#). These include the following:
 - Jobs and Internships are posted on [Handshake](#) (you will need to create an account)
 - [Campus job/internship events](#)
 - [Social Media and Networking guides](#)

APPLICATION PROCESS:

1. Student researches potential Internships and/or works with minor Director or Career Center personnel to identify a preferred Internship site.
2. Student works with External/Site Supervisor to complete Internship Agreement (and an [Affiliation Agreement](#) if needed), indicating internship plan and hours, agreement to evaluate student intern, and whether Insurance is required.
3. Student provides this Application to the Internal/Faculty Supervisor.
4. Internal/Faculty Supervisor will communicate instructions for enrolling in IDS450.
5. By the end of the first week of the semester, Student will complete the Internship Plan.

INTERNSHIP IN PROGRESS:

- Student communicates regularly with Internal/Faculty Supervisor via email, assignments, and meetings if requested by any party.
- Student ensures punctual attendance and demonstrated work ethic at the internship site.
- Completion of all assignments (see syllabus).

AT END OF INTERNSHIP:

- Student ensures that required work is completed and emailed to the Internal/Faculty Supervisor.



INTERNSHIP AGREEMENT FORM

SUBMIT THIS FORM WITH THE FOLLOWING:

- Your current unofficial transcript
- Complete Site Supervisor signatures in all relevant areas
- If you are not going to be employed/paid at the Internship,
 - you must provide an Affiliation Agreement with the Internship site, and
 - you must submit the results of your Criminal Background Check to your Faculty Internship Supervisor

FILL OUT THE FOLLOWING:

1. Complete name of the Internship site:

2. Complete site address with zip code:

3. Name and Title of the Internship Site Supervisor:

Name:

Title:

Email:

Contact phone number:

4. Semester of the student's internship:

Fall Spring Summer Winter Year _____

For summer, list inclusive work dates: _____

5. Internship Agreement (Site Supervisor signs each agreement line):

a. Site Supervisor agrees to train and supervise the WCU intern: _____

b. Site Supervisor agrees to monitor 120 minimum intern hours: _____

c. Site Supervisor agrees to participate in mid-term and final evaluations of the intern:

d. Site Supervisor agrees to contact the Faculty Supervisor with any concerns:



6. Attach an Internship/Job Description – Should include Internship location and agreed upon tasks and schedule, and should be generated by the Internship site (use any formal job posting or advertisement). It is expected that interns for 3-credit internships will work approximately 8 hours/week (120 hours total). This statement will also determine whether Professional Liability Insurance (PLI) is required though *PLI is not required for paid internships or jobs*.

INTERNSHIP APPROVAL

The Internship Site is approved by the
SUS Internship Faculty Supervisor (sign): _____

Date of approval: _____

If the Site is NOT approved, Faculty Supervisor provides reasons:

1. Site cannot provide qualified site supervisor _____
2. Site requires an Affiliation Agreement that cannot be processed in time _____
3. Site is not appropriate for IDS/SUS placement _____
4. Site requires General Liability Insurance not available at WCU _____
5. Other _____

SIGN THE FINAL AGREEMENT:

Internship Faculty Supervisor: _____ Date: _____

Internship Student: _____ Date: _____



Information about Student Professional Liability Insurance and Site Affiliation Agreements

Professional liability insurance may be required based upon the evaluation of the job description, and in most cases, will not be needed. Students who are required to purchase professional liability insurance must do so at their own expense, and the department may assist with helping the student to identify a student professional association that provides this insurance based upon the student's area of academic study. Affiliation agreements are required for students participating in unpaid internships. Once a job description and site supervisor for the internship has been provided, the academic supervisor will send the affiliation agreement to the site for signature. Not all sites accept the terms as drafted, and negotiation will then take place, which can increase the time it takes to execute the agreement. Always have additional internship sites in mind as negotiations are not always successful within the necessary time period. **No student may participate in an unpaid internship without a signed affiliation agreement.** All affiliation agreements require students to obtain criminal background and child abuse clearances. These clearances are to be given directly to the site, upon the site's request.

If you will be participating in an unpaid/volunteer internship, please ask the minor Director for the Affiliation agreement form.