

ATMO, EARTH, and OCN 395

Undergraduate Internship Syllabus for Fall, Spring, and Summer semesters

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Office hours – arrange by appointment

Objectives:

The purpose of this course is to give you an opportunity to build and gain practical work experience in your area of interest, demonstrate your abilities while exploring potential fields of employment, learn about employers, and have them get to know you as a future job prospect.

Academic Credit:

- ATMO and EARTH 395 may be counted as a major elective and as part of the required 45 credits of upper division credits.
- Variable: 1-3 credits

Exams: None

Required Work:

- Over the semester, you will need to complete 150 hours of work for your host employer. This is approximately equivalent to 10 hours per week during the spring and fall terms and approximately 13 hours per week for the summer terms.
- Keep a weekly journal of your internship activities as a resource for use in writing your final paper.
- Complete a one-page paper, **due before the first day of instruction**, and emailed to leonaa@hawaii.edu or submitted to HIG 135. This paper should be written in professional manner and provide the following details:
 - Student's full name and major
 - Number of credits
 - Semester and year
 - Employer (Company Name)
 - Intern supervisor's name, title, and contact information (address, phone, fax and email)
 - Days and hours of work
 - Internship job title and description
 - Pay scale, if appropriate
 - Three educational goals for your internship
- Complete a five-page paper **the last day of instruction** to be emailed to leonaa@hawaii.edu. This paper is also to be written in a professional manner. The paper should include the following three components:
 - An overview of what you accomplished during your internship.
 - What you learned in your internship; did you achieve your goals?
 - How your classes prepared you for this professional experience?

Powerpoint/Visual:

You are required to produce a professional Powerpoint presentation or visual recording of your internship experience that may be uploaded onto the SOEST website. The final product is due on the last day of the semester.

Grading:

- Grading will be based on the two required papers, Powerpoint/video recording and your evaluation by the host employer.
- CR/NC option only

Expectations:

You may be required to interview with the host company. You should prepare a resume and be ready for an interview. If accepted into the host company, remember that you are a guest in their organization, and a representative of the School of Ocean and Earth Science and Technology. It is your job to blend into their organization to the greatest extent possible. Please adhere to work schedules you establish with your host employer; vacations and sick days should be approved in advance by your internship supervisor. As an intern, you are expected to maintain a professional manner at all times. That includes all written, telephone, and email correspondence. It also includes appropriate use of the organization's equipment and supplies.

Responsibilities:

As an intern, it is important to present yourself professionally and to uphold the following internship guidelines:

- Maintain enrollment in the School of Ocean and Earth Science and Technology and be in good academic standing
- Discuss the nature and scope of the intern position and maintain communication with the SOEST internship director and your employer
- Maintain your agreed-upon work schedule and hours
- Satisfactorily perform all assigned duties and tasks as required of the internship
- Notify the internship director of any concerns or difficulties experienced either on the job or in your coursework

Important Dates:

- First Day of Instruction: Official start-date of internship
One-page summary is due before 4:00 pm.
- Last day of Instruction: Official end-date of internship. Final five-page professionally written paper, Powerpoint/video, and your supervisor's evaluation are all due before 4:00pm.

Attachments:

- Copy of guideline for host employer
- Copy of evaluation sheet for host employer