**IDS 6946 – Sustainability Internship**

**For official use only:**

**CRN #:**

**Internship Project Agreement (IPA)**

|  |
| --- |
| **Personal Information** |
| Student Name (First name and Surname): |
| Concentration (s)  | Phone Number(s):  | U #:  |
| USF Email: |  |
| Are you employed by the State of Florida?  | Yes No |
| Are you an ONLINE ONLY student? | Yes No |
| What is your ACE Project track? 3 Credit hour course 6 Credit hour course |
| If you are taking the 3 credit hour track, have you completed the research methods course prior to starting your ACE? Yes No N/A |
| Credit Hours Earned prior to internship: | Core | Concentration | Electives |
|  |  |  |
| Internship Abroad?  | Yes NoIf YES, also register with USF World. Go to istart to register |
| If International Student, have you applied for CPT or Research Abroad?  |  CPT Research Abroad Not Yet  (see page 4 for details) |
| Will you be graduating in the same semester as your ACE? Yes No |
| If not, explain why:  |
| **Internship Project Information** |
| Title of Project and/or Position:  |
| Proposed Location: |
| Name of Organization: |
| Type of project | Office based | Fieldwork | Lab-work | Other |
|  |  |  |  |
| External Supervisor & Contact information (Email, Phone and Address) |  |
| Proposed Project Duration (See page 3, Note 4) |  |
|  |
| Help required from PCGS? If yes, Explain:  |
| Concentration Director:  |

**INTERNSHIP PROJECT DETAILS** (Proposal)

The Sustainability Internship Project should be a project that will make a valuable and meaningful contribution to the organization hosting the internship. The level of the internship project engagement should be compatible with the knowledge and skills the student is expected to have at the graduate level and during capstone phase of the program. It is also expected that students will gain experiential knowledge and acquire additional skills and training from the internship, and possibly conduct some preliminary research during the internship as well.

**Below is the expected format of the content component of the IPA. This section of the IPA will be reviewed and graded by your Concentration Director/USF Project Supervisor:**

**Introduction (1 page or more)**

The introduction should include a description of the internship site and the scope of the work to be completed during the internship. It should also include a brief history of the company or organization as well as background information necessary to understand the work to be completed during the internship and its relevance to the student’s concentration. It is similar to the introduction section of a research paper.

**Project Description: (1 page or more**

The sustainability issues or problems experienced by the company or organization and how you plan on addressing these issues or solving the problems. Your expected duties and responsibilities should be fully described in this section.

**Objectives: (1/2 page or more)**

Discuss the Objectives of the internship. These should be relevant and precise.

**Methodology: (1 page or more)**

Discuss the methods, tools and instruments in which you intend to use in collecting your data and solving the stated problem, if appropriate. It may include things like observation, surveys, research from the internet, use of company records, strategic plans, operations manuals, etc. If direct research is unlikely or inappropriate for the internship assignment then discuss a thematic area related to your host organization and provide a review of relevant literature in the field.

**Expected Outcomes: (1 page or more)**

These are learning objectives that describe what the student should expect to learn through their internship and what anticipated outcomes should result from this practical application of sustainability principles to a host organization.

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**Rules and Regulations**

***It is understood that:***

1. The Sustainability Internship is a 3-6 credit graded course that fulfils the capstone requirement. Please ensure that tuition fees are paid, or a hold may be placed on your account which may prevent you from graduating.
2. **All courses** must be completed by the student before enrolling in the capstone course.
3. If a student is traveling abroad, he/she must complete **ALL** required documents with **USF World** before he/she is enrolled in the capstone course.
4. Internship Timelines **MUST** begin and end within the USF Academic Calendar for all semesters. **No Overlaps.**
5. A copy of the Final Paper for your Sustainability Internship Project must be submitted to both the student’s Concentration Director and External Supervisor and uploaded onto Canvas before a grade will be assigned. Late work will be penalized.
6. During the internship, students must abide by the guidelines that they agree upon with both their Concentration Director/Project Supervisor and External Supervisor.
7. All international students should apply for **reduced course load** if they are **only** doing the internship or research project in their last semester to graduation.
8. The **Final Presentation is mandatory** and will be graded by the Concentration Director/Project Supervisor. If a student cannot attend the presentation in person, they must make a special arrangement to present in an approved format agreed upon by both the Concentration Director and the student.

***Partners:***

Please email a copy of your internship rules and regulations to the students and the PCGS Internship Coordinator if available to the Internship Coordinator, Winnie Mulamba: wmulamba@usf.edu

If a student does not follow the partner’s rules and regulations, the internship partner has the right to terminate the internship after this agreement is sign

**Guide for International Students Participating in Global Sustainability Internships**

**Internships inside the US Requires You to Obtain CPT Approval on Your I-20**

To apply for CPT you will need to:

* Log into istart ([www.istart.usf.edu](http://www.istart.usf.edu/))
* Click on *F-1 Practical Training – Apply*
* Click on *CPT Application*
* Read the CPT Online Presentation
* Obtain an offer letter on the companies letterhead with the stated information
* The student's name
* The company name and address
* Description of CPT employment
* Start and end dates
* Number of hours per week you will be employed
* Name of supervisor
* Signature of Hiring Official
* Click on *Start a New Request*
* Pass the quiz with a 100%
* Upload the offer letter
* Fill out the application
* Be sure to list Randy Pape has your Graduate Coordinator and select Type 2 CPT

Once you have submitted the request let your Graduate Coordinator (Randy Pape) know that he will receive an email to verify and confirm the internship is a part of your program of study.  He will need to go to the email to complete and submit his section of the request.  Once he does we will see the request and will review it.  If it is okay we will approve it and issue you a new I-20 with the CPT approval on it.  You cannot start your internship until you have the new I-20 with the CPT Approval on it.

**Internships outside the US Requires You to Obtain Approval for Research Abroad**

To apply for Research Abroad you will need to:

* Log into istart ([www.istart.usf.edu](http://www.istart.usf.edu/))
* Click on *Other Services*
* Click on *Study or Research Abroad Approval*
* Select *I wish to participate is research or an internship abroad*
* Select the appropriate *Term of participation*
* Be sure to list Randy Pape has your Graduate Coordinator

Once you have submitted the request let your Graduate Coordinator (Randy Pape) know that he will receive an email to verify that the internship is abroad.  He will need to go to the email and complete his section of the request.  Once he does we will see the request and will review it.  If it is okay we will approve it and issue you a new I-20.  You should use this I-20 to travel.

**Deadlines for Internship Applications(Project Update Report** deadlines are subject to changes**):**

**\*Failure to meet deadline will result in cancelation of internship\***

Fall Internship- June 1st

Spring Internship- September 1st

Summer Internship- February 1st

**Deadlines for IPA:**

**\*Failure to meet deadline will result in cancelation of internship\***

Fall Internship- August 1st

Spring Internship- December 1st

Summer Internship- May 1st

**Deadlines for Progress update (Blog posts):**

Students are required to post AT LEAST 3 blog posts during their internship period. Since internship dates differ, there is not specific submission date for the blogs. It is upon the student to ensure that they post the blog post on the PCGS blog page and share the link with their internship instructor either via canvas or email.

**Deadlines for Final Paper:**

**\*\*Failure to meet deadline will result in cancelation of graduation\*\***

Fall Internship- November 28th

Spring Internship- April 24th

Summer Internship- July 25th

**Oral Presentation:**

**\*\*\*An in person presentation or an approved format agreed upon by both the Concentration Director and the student is mandatory on these days. \*\*\***

Summer Internship- Thursday before Commencement Fall Internship- Thursday before Commencement Spring Internship- Thursday before Commencement

**Sign in order:**

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Student’s Name (Print) (Signature) (Date)

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 PCGS Concentration Director (Print) (Signature) (Date)

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External Supervisor (Print) (Signature) (Date)

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 Dean, Director or Designate (Print) (Signature) (Date)