MA program in Global Sustainability

Academic Capstone Experience (ACE)

<table>
<thead>
<tr>
<th>Course: IDS 6946</th>
<th>Sustainability Internship</th>
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<tr>
<td></td>
<td>3-6 credit hours</td>
</tr>
<tr>
<td>Semester</td>
<td>Spring, Summer &amp; Fall</td>
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<tr>
<td>Instructor</td>
<td>Concentration Director/Project Supervisor</td>
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COURSE DESCRIPTION:
The Kiran C. Patel College of Global Sustainability (PCGS) offers a Master of Arts Degree in Global Sustainability. In our innovative MA program, students pursue a multidisciplinary study of sustainability through environmental, technical, social, and economic dimensions. The Academic Capstone Experience (ACE) is a major component of the MA program. It provides students an opportunity to get practical experience, apply a skill set to a real world situation or conduct sustainability research beyond your coursework. All Patel College students are required to complete a capstone project in the US and/or abroad prior to graduation. This capstone course is variable 3-6 credit hours. A topic or project relevant to your concentration area should be the focus of your capstone course. The capstone will help you prepare for future careers in sustainability.

IDS 6946 – SUSTAINABILITY INTERNSHIP:
The Sustainability Internship course is designed to give students a rich and diverse experience in the real world working environment. The Sustainability Internship will be conducted with a valid and respected host organization. Each host institution or organization will be vetted by staff and/or faculty of the Patel College prior to internship assignments. Students are expected to contribute positively to the growth and development of the host organization as well as to their own personal career and network growth. Each internship project will be supervised by their PCGS Concentration Director and an External Supervisor (preferably with the host organization).

Internship Objectives:
1. Interns will show considerable knowledge of the principles and practices of sustainability management.
2. Interns will show knowledge of the functions, activities, and objectives of the host organization.
3. Interns will show the ability to plan, organize and complete tasks delegated by the host organization.
4. Interns will show the ability to communicate effectively orally and in writing.
5. Interns will show the ability to work effectively with others in a professional environment.
6. Interns will use initiative and sound judgment in the work environment.
Choosing an internship placement

Internship positions are very competitive in nature. Students need to be proactive in finding a placement that best suits their interests and skill set. It is advised that students should begin searching for internships one or two semesters prior to submitting their Internship Project Agreement (IPA). The Internship Coordinator and your Concentration Director should guide you through the process of securing an internship opportunity, hence a good communication relationship should be developed and maintained with these individuals.

Additionally, students are advised to constantly update their resume as well as their job search networks (e.g. LinkedIn) to remain relevant in the market before, during and after to internship period.

Internship Project Agreement (IPA)

The specific content of your capstone project is based on the Internship Project Agreement (IPA) approved by your PCGS Concentration Director (USF Project Supervisor), an External Supervisor or a USF Secondary Advisor, and the PCGS Dean, Director or Designate. The student will only be allowed to register for IDS 6946 once all signatures are present on the IPA following careful discussion and planning, since it will form the basis of the Sustainability Internship Project. The IPA will be then graded by your Project Supervisor on content, quality and effort based upon a designated proposal format described later in the syllabus.

Internship Project Guidelines

IDS 6946 – Sustainability Internship registration should be done in your final semester of the MA program. You will be expected to become familiar with the literature surrounding the concentration, project or problem, and be knowledgeable about the duties and/or research methods necessary to complete the project. You will also be expected to generate recommendations, programs or policies from the activities, tasks and responsibilities undertaken during your internship period.

During your internship, if you are taking the course for 3 credit hours you expected to submit a Progress Report midway through the semester to your Project Supervisor for evaluation and grading via Canvas.

If you are taking the course for 6 credit hours, you will submit three (3) Blogs during spaced intervals to your Project Supervisor for evaluation and grading via Canvas. Blogs will be graded for content, quality and effort. Photos are encouraged and offensive language is prohibited. If the blogs are considered notable they may be selected to be posted on the PCGS website. If your blog is selected you will work with the Internship Coordinator to post it via WordPress. No blog will be posted publicly without prior approval of your Project Supervisor.

Upon completion of your internship, copies of your Capstone Internship Final Report will be submitted via Canvas to the Project Supervisor at least two weeks prior to the end of the semester. The page length of the Capstone Internship Final Report will be 10-20 pages, if you are taking the course for 3 credit hours and 20-30 pages, if you are taking the course for 6 credit hours. The paper should be prepared in American Psychological Association (APA) style. You should use APA rules throughout your course of study. http://owl.english.purdue.edu/owl/resource/560/01/ is an excellent APA style resource.

Capstone Project Presentation

A Project Presentation of your internship experience will be conducted with your Project Supervisor through a special arrangement or in a public forum during the last week of the semester that you plan to graduate.
Grading of Capstone Course

The Concentration Director/Project Supervisor will approve the Capstone Sustainability Internship Final Report as a gradable paper represented in the content, quality and effort expressed in the written document and grade it. Then, a specific letter grade (A, B, C, D, or F with a +/- gradient scale) will be assigned to your Final Grade on Canvas in the Capstone Course based on the cumulative grades of the four (4) Capstone Tasks specific to Patel College requirements for internship projects.

Course Grading System (IDS 6946 – Sustainability Internship: 3 credit hours)

Capstone Tasks %:

1) Internship Project Agreement (IPA) (10%)
2) Progress Report (30%)
3) Internship Final Report (40%)
4) Project Presentation (20%)

Patel College Capstone Tasks Rubric: 500 points

1) Internship Project Agreement (IPA) (50 pts.)
2) Progress Report (150 pts.)
3) Global Sustainability Internship Final Report: Submit completed 10-20-page PCGS Capstone Internship Final Report to be graded on content, quality and effort. (200 pts.)
4) Project Presentation: 10-slide PowerPoint. (100 pts.)

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Course Grading System (IDS 6946 – Sustainability Internship: 6 credit hours)

Capstone Tasks %:

1) Internship Project Agreement (IPA) (5%)
2) Project Updates (3 Blog Posts) (20%)
3) Internship Final Report (50%)
4) Project Presentation (25%)

Patel College Capstone Tasks Rubric: 800 points

1) Internship Project Agreement (IPA) (50 pts.)
2) Project Updates (3 Blog Posts) (150 pts.)
3) Global Sustainability Internship Final Report: Submit completed 20-30-page PCGS Capstone Internship Final Report to be graded on content, quality and effort. (400 pts.)
4) Project Presentation: 20-slide PowerPoint. (200 pts.)

Student Learning Outcomes (SLO)
Primary Content:
Students will demonstrate the ability to apply the concepts and principles of sustainability to socially, environmentally, or economically in the internship. *(Assessment of SLO based on performance in Capstone Final Report)*

Critical Thinking:
Students will demonstrate the ability to work effectively with the host organization on local, national, regional, or global issues related to their academic concentration, and offer recommendations and solutions to sustainability problems based on their academic knowledge, training and mentoring by the host organization. *(Assessment of SLO based on performance in their Internship Project Presentation)*

Communication:
Students will demonstrate the ability to communicate effectively with members of the host organization and explain their knowledge, discoveries and insights to individuals and communities at local, national, regional, or global levels as related to their academic concentration using oral, written, or social media channels. *(Assessment of SLO based on performance in their Internship Project Blogs)*

ACADEMIC MISCONDUCT:
The University of South Florida policies apply to all aspects of this course. There is zero tolerance for cheating, plagiarism, and other forms of academic dishonesty. Plagiarism will result in a grade of F for the course and may be referred to the University of South Florida for disciplinary action.

COMMUNICATION:
Email is the best way to reach PCGS faculty and staff. If you are asking a question or making a comment regarding the internship process, in general or specifically, please send your email to Dr. Joseph Dorsey, Director, Academic Capstone Experience at: dorseyjw@usf.edu and/or the Internship Coordinator, Ms. Winnie Mulamba at: wmulamba@mail.usf.edu. Any personal, course related, or confidential issues should be directly communicated to the Concentration Director/Project Supervisor via email.

STUDENT DISABILITY SERVICES:
Students in need of academic accommodations for a disability may consult with the Office of Services for Students with Disabilities to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

TITLE IX MANDATORY REPORTING:
Per USF's Title IX Policy (0-0004), all faculty (including adjunct instructors and graduate teaching assistants) are considered "responsible employees" and are required to promptly report allegations or instances of sexual harassment (including sexual violence) by or against any USF System employee(s), student(s), or group(s). Responsible employees are required to attend Title IX training, which can be accessed via MyUSF under GEMS Self-Service (navigate to Learning and Development/Request Training Enrollment/Search by Course Name). For more information visit [http://www.usf.edu/diversity/title-ix/index.aspx](http://www.usf.edu/diversity/title-ix/index.aspx)
**IDS 6946 – Sustainability Internship**  
**Internship Project Agreement (IPA)**

### Personal Information

<table>
<thead>
<tr>
<th>Student Name (First name and Surname):</th>
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<tbody>
<tr>
<td>Concentration(s)</td>
<td>Phone Number(s):</td>
</tr>
<tr>
<td>USF Email:</td>
<td></td>
</tr>
<tr>
<td>Are you employed by the State of Florida?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Are you an ONLINE ONLY student?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>What is your ACE Project track?</td>
<td>3 Credit hour course ☐ 6 Credit hour course ☐</td>
</tr>
<tr>
<td>If you are taking the 3 credit hour track, have you completed the research methods course prior to starting your ACE?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>Credit Hours Earned prior to internship:</td>
<td>Core</td>
</tr>
<tr>
<td>Internship Abroad?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>If YES, also register with USF World. Go to istart to register</td>
<td></td>
</tr>
<tr>
<td>If International Student, have you applied for CPT or Research Abroad?</td>
<td>CPT ☐ Research Abroad ☐ Not Yet ☐</td>
</tr>
<tr>
<td>(see page 4 for details)</td>
<td></td>
</tr>
<tr>
<td>Will you be graduating in the same semester as your ACE?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>If not, explain why:</td>
<td></td>
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### 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.
IDS 6946 – Sustainability Internship
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 signed.
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)
- 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)
- 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 1
- Spring Internship- September 1
- Summer Internship- February 1

Deadlines for IPA:
*Failure to meet deadline will result in cancelation of internship*
- Fall Internship- August 1
- Spring Internship- December 1
- Summer Internship- May 1

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:

________________________________ / __________________________________________ / ______________________
/ _________________________________ / _________________________________ / ______________________
Student’s Name (Print) (Signature) (Date)

________________________________ / __________________________________________ / ______________________
/ _________________________________ / _________________________________ / ______________________
PCGS Concentration Director (Print) (Signature) (Date)

________________________________ / __________________________________________ / ______________________
/ _________________________________ / _________________________________ / ______________________
External Supervisor (Print) (Signature) (Date)

________________________________ / __________________________________________ / ______________________
/ _________________________________ / _________________________________ / ______________________
Dean, Director or Designate (Print) (Signature) (Date)
Patel College of Global Sustainability
Internship Progress Report

(Student Progress Report, if taking course for 3 credit hours/150 points)

Student Name: ____________________________ Date: ____________________________

1. **Introduction**
   Describe the internship opportunity: (suggested guidelines)
   - Introduce and give some background on the organization where you are doing your internship (its history, mission, personnel, record of service, relation to your concentration, etc.)

2. **Goals and Objectives**

   Explain your internship goals and objectives: (suggested guidelines)
   - Goals and objectives that you were trying to accomplish
   - Whether you were able to effectively achieve your goals and objectives
   - Skills sets you brought to the internship experience that will help you meet your goals and objectives

3. **Internship Expected Outcomes**

   Discuss internship expected outcomes related to requirements, assignments, duties and tasks: (suggested guidelines)
   - Describe your work experience on site of your internship to present (include frequency of engagement in designated assignments, duties and tasks and contact hours with supervisors)
   - Describe the relevance of the project(s) to your expected goals and objectives
   - Give an example of a problem that you may be dealing with currently and how you expect to handle it
   - Recount and discuss outcomes from specific situations, tasks, actions, and results that you feel were significant aspects of the internship experience so far
   - Describe any research methods or inquiry that is being incorporated into the internship experience and discuss relevant discoveries, results and findings at the host organization
Patel College of Global Sustainability
Internship Blog Schedule
(Submit 3 Blogs, if taking course for 6 credit hours/50 points each)

Student Name:         Date:

Blog 1: (Title)

Describe the internship opportunity: (suggested guidelines)
• Introduce and give some background on the organization where you are
doing your internship (its history, mission, personnel, record of service,
relation to your concentration, etc.)
• Goals and objectives that you were trying to accomplish
• Whether you were you able to effectively achieve your goals and
objectives
• Skills sets you brought to the internship experience that will help you meet
your goals and objectives

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Student Name:         Date:

Blog 2: (Title)

Describe and discuss current assignments, duties and tasks of your internship at
the host organization, this may include field work and/or off site activities

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Student Name:         Date:

Blog 3: (Title)

Describe and discuss concluding aspects of your internship at the host
organization

Blogs are to be posted on the Canvas assignments site and be spaced out over the
semester with Blog 1 being submitted early in the term, Blog 2 being provided midway
through the term, and Blog 3 posted near the end of the term. Blogs will be graded for
content, quality and effort. Photos are encouraged and offensive language is prohibited.
If the blogs are considered notable they may be selected to be posted on the PCGS
website. If your blog is selected you will work with the Internship Coordinator to post it via
WordPress. No blog will be posted publicly without prior approval of your Project
Supervisor.
Patel College of Global Sustainability
Internship Final Report
(200 points, if 3 credit hours or 400 points, if 6 credit hours)

Insert relevant project photo, image or figure

Title of the Project

Your Name and U-ID

Submission Date
Title of the Project

Master of Arts in Global Sustainability
Sustainability Internship Final Report

by

Your Name

Supervisors:
Concentration Director/USF Project Supervisor
Supervisor from Internship Organization

University of South Florida
Patel College of Global Sustainability

Submission Date
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Internship Project Summary

Briefly describe your internship experience: (suggested guidelines)

- Where you did your internship (organization and location)
- Who you worked with and/or for (internship supervision)
- When you interned and the duration of the experience (time period)
- What you did for your internship (duties and performance)
- Explain why you chose this particular internship (intent) and why it was significant (importance)
- Describe the parameters and limitations of the internship

Acknowledgements

- Acknowledge and/or thank all individuals and parties who assisted you in completion of the internship project

2. Introduction

Describe the internship opportunity: (suggested guidelines)

- Introduce and give some background on the organization where you did your internship (its history, mission, personnel, record of service, relation to your concentration, etc.)

4. Goals and Objectives

Explain your internship goals and objectives: (suggested guidelines)

- Goals and objectives that you were trying to accomplish
- Whether you were you able to effectively achieve your goals and objectives
- Skills sets you brought to the internship experience that helped you meet your goals and objectives

5. Internship Outcomes

Discuss internship outcomes related to assignments, duties and tasks: (suggested guidelines)

- Describe your work experience on site during the duration of your internship (include frequency of engagement in designated assignments, duties and tasks and contact hours with supervisors)
- Describe the relevance of the project to your expected goals and objectives
- Give an example of a problem that you overcame
- Recount and discuss outcomes from specific situations, tasks, actions, and results that you feel were significant aspects of the internship experience
• Describe any research methods or inquiry that was incorporated into the internship experience and discuss relevant discoveries, results and findings

6. **Learning Outcomes**

Discuss learning outcomes related to personal growth and development: (suggested guidelines)

• Describe what you learned from this experience
• Explain any differences during your internship experience than what you learned in your coursework at PCGS (real world vs. classroom)
• Were any academic concepts utilized and applied to reach the goal you were trying to accomplish? How so?
• Did you need to change your approach after new information and experiences were presented to you?
• What else happened that was unanticipated? What did you do to overcome the unexpected?
• Were you able to develop any professional skills related to your career goals?
• Did this internship experience give you opportunities for career preparation?
• Has this experience influenced your career goals and aspirations?

7. **Recommendations**

• Propose solutions to problems encountered during internship
• Suggestions on how the internship experience could be improved in the future

8. **Conclusions**

• Summarize and reflect on your Academic Capstone Experience (ACE) and its implications global sustainability in your concentration

9. **References**

• An existing and/or potential list of information sources for the study. A reference list should be in APA style, in alphabetical order and contains the works cited in the text.