



Sustainability Internship Program Expectations and Deliverables

This program is a 3-way partnership between interns, mentors, and the Office of Sustainability.

EXPECTATIONS FOR INTERNS

- Self-motivated, prepared and on-time for all meetings and tasks related to the internship
- Communicate effectively with mentor and the Office of Sustainability about any concerns, conflicts, or questions
- Dedicate 8-10 hours per week to the internship (Approximately 300 hours total)
 - 50% in support of mentor's area
 - 35% developing a sustainability proposal in partnership with mentor
 - 15% cohort activities and support of campus Sustainability initiatives
- Attend mandatory biweekly internship meetings with internship cohort
 - Notify program coordinator when you will not be able to attend a biweekly meeting or event at least 24 hours in advance
 - Interns are allowed 3 excused absences for the school year
- Consider seeking course credit for your internship, either through your department's 399 course or through the experiential education program (EXP396). More details to come
- Develop a [sustainability proposal](#) with input and guidance from your mentor and other relevant campus stakeholders
- Dress appropriately for the context of your work environment. This is an informal policy and will be discussed with your mentors

INTERNSHIP DELIVERABLES

- Support the work of campus sustainability and the unit with which you are working
- Develop a sustainability proposal in partnership with your mentor
- Prepare a poster describing your sustainability proposal and present it at the Sustainability Showcase in April
- If appropriate, submit an abstract of your work for inclusion in the Undergraduate Research Showcase
- Help with the development of social media and e-news items related to your work
- Submit a Final Report detailing the intern's experience and work

EXPECTATIONS FOR MENTORS

- Have a standing meeting at least once per week to meet individually with intern
- Prepare a 15-20 minute presentation, to be given during one of the biweekly meetings for the cohort, describing your work and how it relates to the updated Sustainability Strategic Plan
- Encourage and assist interns with signing up for course credit for the internship through their department's 399 course or through the experiential education program (EXP396).
- Develop clear tasks for intern to complete that support the on-going sustainability-focused work of your unit
- Provide supervision of intern while they are working on tasks that support ongoing sustainability efforts
 - Approve intern hours
- Assist intern with developing a [sustainability proposal](#)
- Be communicative and provide constructive feedback on the intern's overall work

EXPECTATIONS FOR OFFICE OF SUSTAINABILITY

- Provide coordination for the internship program including cohort meetings, the proposal pitch meeting, and any other cohort-wide activities
- Provide clear communication to interns and mentors about expectations and tasks
- Serve as a sounding board for any problems or concerns that may arise