

DEPARTMENT OF
GEOGRAPHY, PLANNING AND ENVIRONMENT
CONCORDIA UNIVERSITY

September 2022



Master of Environment in Environmental Assessment

MEnv

Guidelines for Internship Requirements

ENVS 608 Getting Ready for the EA Internship (3 credits)

ENVS 697 and ENVS 698 Internship and Report in EA (18 credits)

MEnv team members

Graduate Program Director: Dr. Jochen Jaeger 848-2424 ext 5481
jochen.jaeger@concordia.ca

The Graduate Program Director (GPD) is responsible and makes decisions for all academic and administrative matters affecting graduate students. The GPD mentors and assists students who require academic advice. Students may meet with the Graduate Program Director to discuss any matter relating to the MEnv program and their academic progress. The GPD offers guidance to the student in articulating the internship report proposal objectives and provides suggestions and comments, as well as assessment of their final report and oral presentation. Please bring your questions or concerns to the Graduate Program Assistant first. After this discussion, they will then make an appointment for you to speak with the Graduate Program Director, if necessary.

Graduate Program Assistant: Jennifer Srey 848-2424 ext 2051
jennifer.srey@concordia.ca

The Graduate Program Assistant (GPA) performs all administrative and admission duties for the department's graduate students. The GPA follows the student's progress throughout their residency, maintains and updates all graduate student files, and notifies the GPD of any potential problems. The GPA advises students regarding academic deadlines and procedures, awards, as well as prepares student requests on behalf of graduate students. The GPA answers general questions students might have about the programs. Please bring your questions or concerns to the Graduate Program Assistant first. After this discussion, they will then make an appointment for you to speak with the Graduate Program Director, if necessary.

Internship Coordinator: Niem Huynh 848-2424 ext 2048
menv.internship@concordia.ca

The Internship Coordinator (IC) assists students with all requirements related to their internship and ensure effective liaison with employers, students and faculty. The IC designs and delivers a professional development seminar (ENVS 608) on resume writing, cover letters, interview techniques, project management and job market sectors. The IC facilitates the student's internship placement, develops networking opportunity and promotes the program. The IC assists students in articulating the internship proposal objectives and provides guidance, suggestions and comments, as well as assessment of their final report and oral presentation.

Table of Contents

1. ENVS 608 Getting Ready for the EA Internship (3 credits).....	5
2. ENVS 697 & ENVS 698 Internship and Report in EA (18 credits).....	7
2.1 Internship process and timeline (ENVS 697).....	8
2.1.1 Internship prerequisites.....	8
2.1.2 Internship placements	8
2.1.3 Internship supervision.....	9
2.1.4 Evaluation procedure of ENVS 697	9
2.2 Internship Proposal and Report (ENVS 698)	10
2.2.1 Report purpose and writing timeline	10
2.2.2 Internship report proposal.....	11
2.2.3 Internship report structure	11
2.2.4 Internship report format	13
2.2.5 Evaluation criteria	13
2.2.6 Evaluation procedure of ENVS 698	14
3. Appendices	17
Appendix 1: Placement outline	17
Appendix 2: Examiner’s evaluation of an internship final report.....	18
Appendix 3: Examiner’s evaluation of an internship oral presentation.....	20

This page intentionally left blank

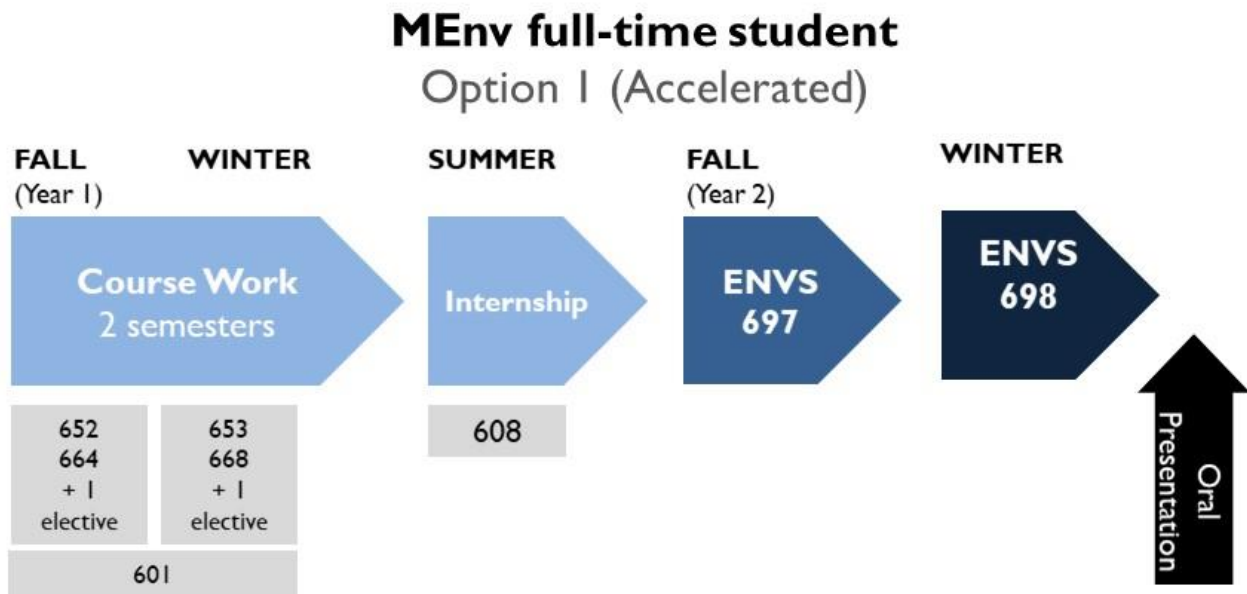
1. ENVS 608 Getting Ready for the EA Internship (3 credits)

The Environmental Assessment (EA) Internship preparation seminar will offer a broad overview of the internship process and give the necessary information to prepare, search for and secure an internship. The workshops will cover professional development as well as cover the requirements of report writing and oral presentation. The course comprises of the following workshops:

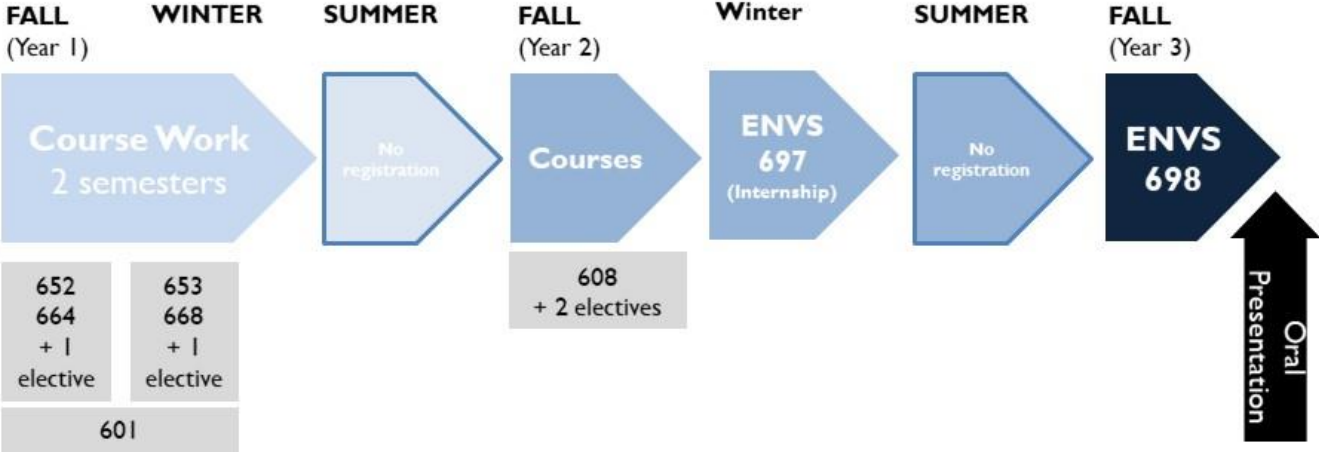
1. internship requirement and timeline
2. technical writing of final report and preparation for oral presentation
3. resume and cover letter writing as well as interview practice
4. basic concepts of project management
5. LinkedIn page development and ways to optimize for professional connections.

To prepare for the report and oral presentation, students are required to evaluate the written and oral components of **3 internship reports** from students in the completion phase of their degree. This will be an excellent way for ENVS 608 students to become familiar with hands-on EA cases, develop the ability to review reports, and to better understand what is expected from their own internship report. The Internship Coordinator (IC) will notify current students of ENVS 608 of upcoming final report presentations. Sign-up for a spot to evaluate as these are offered on a first-come-first-serve basis, with limited availabilities per presentation.

ENVS 608 is a 3-credit graduate activity, graded on a Pass/Fail basis. These two figures show a program timeline for a student who is enrolled fulltime, with two options: Option 1 (Accelerated) or Option 2 (Regular).



MEnv full-time student Option 2 (Regular)



2. ENVS 697 & ENVS 698 Internship and Report in EA (18 credits)

ENVS 697 (Internship in EA) and ENVS 698 (Internship Report)¹ are the course numbers given to the 18-credit Internship and Report/Oral presentation components of the Master in Environmental Assessment. Each course is worth 9 credits.

To receive credit for ENVS 697 (Pass/Fail) students are required to complete a 4-month job-placement (internship) in industry, government, or a non-governmental organization where EA work is carried out. The internship is intended to maximize the educational experience and bridge the gap between what employers consider necessary job skills and what the university considers essential knowledge.

As part of the graduate activity, students are required to prepare an internship report and present it orally. The evaluators will include the Graduate Program Director (GPD), IC, and current ENVS 608 students. The IC will compile assessments for each final report and oral presentation (including assessment of the GPD and students) and provide a summary of feedback to the presenting student. The credits for ENVS 698 (Pass/Fail) will be awarded once students have presented their report and submitted a final copy.

Past final reports are available for your perusal. Ask the Reading room attendant in Hall-1254 for copies and read the [titles and abstracts online](#). Or, you may email menv.internship@concordia.ca to request a digital copy of specific reports. Be sure to include the full title and name of student for each report for which you wish to receive a copy.

Timeline	Step/Activity	Requirement/Paperwork	Who's responsible
4 months before internship	Getting to know you	Email /questionnaire	Internship Coordinator (IC) & students
	Open Internship file	All course work completed GPA 3.3 No "F", maximum one "C"	IC & students
2-3 months before	Toolkit	resume, cover letter, writing sample, mock interview, CAPS services, LinkedIn page	IC & students
	Internship search	Review Postings/Applications/Interviews	Students-supported by IC
1-2 months before	Student-Employer match	Good standing letter of full-time status Support letter for ISO (co-op visa for international students)	IC Employer Student
1 month before	Placement outline	If no proper and detailed job description, student should fill out the Placement Outline	Discussed with GPD Approved by IC
	Agreement	Contract between Employer and Department	Prepared by IC signed by employer, student, GPD and IC

This figure outlines the activities within the internship process.

¹ Students admitted prior to 2022 must complete ENVS 696 (18 credits).

2.1 Internship process and timeline (ENVS 697)

2.1.1 Internship prerequisites

To be eligible for an internship, students must:

1. complete all course work (27 credits)
2. have a minimum GPA of 3.30
3. obtain permission from the IC and MEnv GPD.

2.1.2 Internship placements

An internship must be a 4-month full-time, relevant, supervised work placement (normally paid) or the equivalent (minimum between 525-600 hours) in part-time work. The University accepts requests for renewals **only from the same employer**, as our program requires one internship, but facilitates **up to two**, should the employer wish to keep the student on staff.

Students are assisted in their efforts to obtain a relevant placement by the IC. They can either participate in paid job competitions provided by the program's IC or find a relevant internship on their own. Most internships take place in Canada but students can also intern in a relevant organization outside of Canada.

Students should begin preparation for their internship in the term preceding the intended start of their work placement. In all cases, this involves checking in with the IC at the beginning of the term (January for internships commencing in the summer, May for internships commencing in the fall and September for internships commencing in the winter).

The GPD and the IC must approve the relevancy of any internship identified and/or attained by a student. All students should be working on a specific project (or projects) involving environmental assessment and/or broader environmental topics.

When the student has found an internship on their own, submit to the IC a completed Placement Outline (Appendix 1). This should include:

1. the name and objectives of the organization
2. a description of the project(s) the intern will be working on
3. a detailed list of the specific activities involved and the expected end result
4. an explanation of how the "job" will relate to the EA process
5. the name, contact information (including email) and position of the proposed on-site supervisor
6. the duration (beginning and end date, estimated total number of hours, whether full or part-time, paid or unpaid) of the internship.

Once the IC receives the completed internship Placement Outline, an internship agreement between the organization, the student and the Department of Geography, Planning & Environment department, must be signed.

2.1.3 Internship supervision

During the internship, the student is subject to the guidance of the employer’s designated work place supervisor, referred to as the Work Supervisor.

The Internship Coordinator will visit the student on site wherever it is feasible (or speak by video conference or phone) during the work term, to discuss the work assignment, to evaluate the placement with the intern and the employer, and to resolve any problems that may exist. At the end of the internship, the Work Supervisor will submit a signed copy of the performance evaluation of the student intern. The figure below outlines the activities and responsibilities during and following the end of the internship.

Timeline	Step/Activity	Requirement/Paperwork	Who’s responsible
2 to 3 months into internship	Site visit/video conference/phone interview	Questionnaire conducted by IC with employer and student	IC
	Internship Report proposal	1,300 to 1,700 words proposal written by student (electronic copy)	<ul style="list-style-type: none"> Submitted to and reviewed by GPD & IC to establish that requirements are met Approved by GPD
4 th month	End of internship	Performance evaluation of student ENVS 697 is evaluated on a Pass/Fail basis	Employer & IC
	Internship Extension*	Good standing letter of full-time status	IC
Within 2 months of the end of the internship (5-6 th month)	Final Internship Report	10,000 to 12,000 words Report written by student (electronic copy) <i>Minimum 6 weeks prior to the desired date of graduation (full completion)</i>	<ul style="list-style-type: none"> Submitted to and reviewed by GPD & IC to establish that requirements are met Review by GPD, IC & MEnv students (Assessment form)
Within 3-4 months after the end of the internship (7 th month)	Oral Presentation	15-20 minute presentation and brief summary; question period	<ul style="list-style-type: none"> Scheduled and invitation sent by IC (4 weeks) Attendance: GPD, IC and MEnv students (from ENVS 608) (Examiner’s evaluation form)
Within 4 months of the end of the internship (8 th month)	Completion of 18 credits Internship requirements	IC (PDF + 1 bound copy) including revision(s) from compiled feedback ENVS 698 is evaluated on a Pass/Fail basis	<ul style="list-style-type: none"> IC processes grade sheet Reports are available in reading room (Hall-1254) and electronically

* In cases of an Internship extension is offered and accepted, the Internship Report timeline can be extended to the end of the second internship. Students have to be aware that for bridging into a Federal government job they need to have completed all the Master program requirements before being offered a permanent position.

2.1.4 Evaluation procedure of ENVS 697

ENVS 697 (Internship in EA) is evaluated on a Pass/Fail basis and requires the successful completion of a 4-month (or equivalent part-time) internship placement.

2.2 Internship Proposal and Report (ENVS 698)

2.2.1 Report purpose and writing timeline

The report is intended to accomplish two things. First, it serves to document the student's reflection of the internship experience. Second, the write-up should highlight their ability to analyze and/or critically assess an aspect or several aspects of the practical internship experience in light of concepts and theories acquired in the Master in Environmental Assessment program courses. The report is more than a description of internship activities and summary of the literature that pertains to the internship. The internship report is the equivalent of a graduate seminar paper, theoretically grounded and includes a critical analysis or reflection of some aspect or case derived from the internship activities.

The purpose of the internship report and oral presentation is for students to demonstrate that they:

- write well (expression, structure and organisation, logical flow/story line, etc.)
- organize concepts and arguments from the literature and link them to the internship experience
- correctly apply concepts related to EA to a particular case or to their general internship experience
- demonstrate how the literature review relates to the internship experience
- analyse and/or critically reflect on their internship experience, for example the identification of strengths and weaknesses of work processes or different policies or regulations, and identify room for improvement
- present efficiently their work in front of an audience.

The Internship Report submission and timeline involves 4 stages:

<i>Stage</i>	<i>Deadlines</i>	<i>To be submitted to:</i>
Internship Report Proposal	Within 2-3 months of starting the internship	IC & GPD (electronic format)
Submit Internship Final Report ²	Within 2 months of the end of the internship at least 6 weeks prior to the desired date of graduation*	IC & GPD (electronic format)
Oral Presentation ³	Within 3-4 months after the end of the internship	In Attendance: GPD, IC and MEnv students (from ENVS 608)
Completed Internship Report requirements	Maximum within 4 months of the end of the internship	IC (PDF + 1 bound copy) including revision(s) from compiled feedback

² Submit the final report a minimum of **6 weeks** before the targeted date of graduation (full completion). Students who wish to graduate in the Spring convocation must submit their final report by **mid-March** and for Fall convocation, submit by **mid-July**. If you submit the final report during the summer months (May 1 to August 31), you will receive feedback within 5 weeks, compared to 2 weeks at other times of the year.

³ Presentations will not be scheduled between June to August, unless an exceptional circumstance exists.

2.2.2 Internship report proposal

Within two to three months of starting the 4-month internship, the student must submit a report proposal (1,300 to 1,700 words (MAXIMUM) from cover page to end of bibliography, not including appendices). This proposal should follow this structure:

Working title

1. **Internship description** (job title, when, where and focus of work)
2. **Research context and brief literature review** (emanating from MEnv program courses, as well as from an overview of the current literature in the particular domain of interest) explaining why your project might be relevant within the existing body of knowledge
3. **Study objectives / Research question(s)** or hypothesis/-es that you are planning to address (how does it relate to the theoretical framework chosen? what is the time frame of the study? what qualifies as empirical evidence? how is empirical evidence observed/collected? how will the data be analyzed? or in what way(s) will these observations be reflected?). Try to focus on one (or two) main research question(s) that may be broken down into a couple of smaller research questions
4. **Case study & methodology.** This case study could be directly related to your internship experience or could have been inspired during this experience. This case study can take different forms such as an in-depth analysis of data collected (e.g. questionnaire survey, interviews, or measurement of some pollutant); a critical reflection on a specific policy; a comparative analysis of different topics, different contexts, or differences between case studies (e.g., their strengths and weaknesses). Whatever the approach you propose, make sure to explain as clearly as possible how you plan to collect and analyze the data / material
5. **Draft outline**
6. **Bibliography** (note that the proposal text must be referenced like a term paper). Follow MLA, Chicago, Turabian, or some other standard style manual. Websites need to be referenced appropriately as well (author, title, access date, etc.). See the library resource: <https://library.concordia.ca/help/citing/>
7. Appendix (optional)

A proposal TEMPLATE has been created for your use, under “Key documents”, [here](#).

Once completed, the student should email their proposal to the GPD and IC. The receipt of the proposal will be acknowledged, and the student will receive comments/guidance within about 2 weeks in order to start the writing of their internship final report. The GPD will set an appointment (remote or face-to-face) to discuss in detail. The student will then submit a revised proposal following this verbal review (if applicable).

2.2.3 Internship report structure

The internship report should be between 10,000 and 12,000 words (MAXIMUM) from cover page to the end of the bibliography (not including appendices), double-spaced, typed and appropriately referenced.

The Report should contain the following:

1. **Title page** – Title of your report, your name, the date, the organization you worked for, the period of the internship, your Work Supervisor’s name and the word count.

2. **Abstract** – This short abstract (max. 250 words) should clearly present the issue addressed in the report, the research question, the way it has been addressed (i.e. case study and methodology) and the main conclusion(s) of the study.
3. **Description of the Internship** – This **relatively brief** section (Max. 500 words) should include some background to the organization, the department and the projects on which you worked on. For example: What type of organization is it? What is the purpose or mission of the organization and/or department? What are its major activities? What were your tasks? Also, describe the project(s) you worked on and situate them within the larger organizational structure. What were your tasks? What was the main goal of your project? What groups and organizations did you interact with during your internship?
4. **Body of the Report** – This section must represent the **substantive** part of the report (at least 8,000 words) and should link some aspect (or several aspects) of a project you worked on with some element (or several elements) of what you learned in the Master’s courses in terms of EA or environment issues at large. Although the structure could be somehow flexible, this usually comprises of Introduction; Theory/Literature Review; Case Study/Analysis; Conclusion; References/Bibliography; Appendix (if appropriate).
 - a. *Introduction* – **What** precisely is the purpose of the internship report (objectives / research questions)? **Why** is the topic relevant (e.g. controversy in the academic literature, new government policy, and relations to Canadian or other state’s Environmental Assessment Act)? **How** is the analysis or critical reflection organized (i.e. the roadmap –section 1, section 2, etc...)?
 - b. *Theory* – A **comprehensive review** of the relevant literature emanating from different reliable sources such as academic journals and government reports. This section should provide a comprehensive review of the relevant literature.
 - c. *Case Study / Analysis* – The case study(ies) could be directly related to your internship experience or could have been inspired by this experience. Examples include:
 - Case – Typically, the internship provides the student with a particular case, or several cases, i.e., the internship is the case to be studied. The student provides an examination/analysis of the case, or a comparison of several cases (e.g., assessment of their strengths and weaknesses using a list of assessment criteria), in light of the theories drawn from the literature.
 - Policy issue – A critical perspective/reflection of a policy issue. For example, the student critically discusses their internship experience based on the literature and knowledge from other provinces or other countries (identification of strengths and weaknesses; how the studied policy could be improved by learning from other provinces or countries or other cases or from the literature).
 - Investigation – A detailed description and analysis of an investigation conducted by the student as part of their internship. Sometimes, students apply methods in their internship (e.g., they conduct a questionnaire survey, or interviews, or measure).
 - a. *Conclusion* – Brief review of the report’s argument(s) and findings, and presentation of the theoretical, practical and/or political implications of the **report’s findings** (i.e. so what?)
5. **Full Bibliography** – In alphabetical order of the author’s last name. Follow MLA, Chicago, Turabian, or some other standard style manual. All entries must have been cited in the paper. The usual range is between 20 and

50 sources (other than websites). Websites need to be referenced appropriately as well (author, title, access date, etc.). See the library resource: <https://library.concordia.ca/help/citing/>

6. **Appendices** (where applicable).

Although other types of situations may be conceivable⁴, the topic should be discussed and approved by the GPD

2.2.4 Internship report format

Your report should be of a professional style and should include all the sections mentioned above.

An internship report completed in an improper format will not be accepted and necessary corrections may delay the awarding of a grade or degree. Please follow these specific format details for the report:

1. The report must be type written on only one side of letter-size paper. It must be double-spaced in standard typeface (Times New Roman 12 or Arial 11) and text should be aligned to both the left and the right margins (i.e. fully justified).
2. The report must be free from typographical errors. All copies must be clear and dark, of good quality and maintain straight margins (normal 2.54 cm).
3. Pages must be numbered consecutively and consistently throughout the report, including appendices, in accordance with above-mentioned manuals. Page numbering should begin with the first page of the text of the paper. Pages before this section may be shown in small Roman numerals. The title page must never be numbered.
4. All charts, tables, figures, appendices, references must conform to the above specifications. They should also be labelled and cited in the text.
5. Title page: A standard title page is required. Include the total word count here (from cover page to the end of the bibliography)
6. Abstract: The report must contain an abstract typed on a separate single sheet headed not exceeding 250 words.
7. Length – The report should be between 10,000 and 12,000 words (MAXIMUM) from cover page to the end of the bibliography (not including appendices), double-spaced, typed and appropriately referenced. Compute the total word count on the title page.
8. Any one of the following reference styles may be used in the preparation of the paper. Information on these can be found on the library webpage <https://library.concordia.ca/help/citing/>

A final report TEMPLATE has been created for your use, under “Key documents”, [here](#).

2.2.5 Evaluation criteria

The report should be well written (e.g., clarity), well thought through, well argued (e.g., is there a logical flow/structure?), present knowledge from the literature clearly and relate it to their internship, correctly apply concepts related to EA to a particular case or to their general internship experience, analyse and/or critically reflect

⁴ Examples: Gathering the most recent scientific literature for major annual review (e.g. research new technologies and methods on renewable energy); updates on countries' biodiversity profiles (e.g. strategies to conserve and enhance biodiversity in Green Infrastructure); development of an app for collecting aboriginal traditional knowledge, etc.

on the internship experience (e.g., resulting in the identification of strengths and weaknesses and room for improvement). The Examiner's Evaluation looks for these elements in the report:

1. Understanding of the subject (theoretical background, relation to EIA, depth, clarity, logical structure)
2. Thoroughness of the analysis (relevancy of the topic, methods, logical flow, arguments, clarity)
3. Literature review (review of previous work, relevancy, quantity)
4. Presentation (organization, tables, figures, style)
5. Clear writing style, logical argument, and structural flow

A number of services on campus offer support with writing, whether it be writing assistance and Graduate writing drop-in or using citation software. Find out more information from:

Student Success Centre (<https://www.concordia.ca/students/success/learning-support/writing-assistance.html>)

Library (<https://www.concordia.ca/students/gradproskills/workshops/partners/qlib.html>)

GradProSkills (<https://www.concordia.ca/students/gradproskills.html>)

Note: It is the task of the student to revise their report and bring it to a level that is satisfactory. If the report is poorly written, it is *not* the responsibility of the IC or the GPD to bring the report to a satisfactory level.

2.2.6 Evaluation procedure of ENVS 698

1. The student must submit a final copy of the internship report **within 4 months** of the end of the internship. Submit an electronic version to the GPD and the IC. **Failure to submit the report on time may result in a Fail.**

The student must submit the final report a minimum of **6 weeks** before the targeted date of graduation (full completion). If you submit the final report during the summer months (May 1 to Aug. 31), you will receive feedback within 5 weeks, compared to 2 weeks at other times of the year.

Presentations will not be scheduled between June and August, unless an exceptional circumstance exists.

There will be a maximum of 6 student's oral presentation per month, booked on a first come-first-serve basis.

2. Students who wish to graduate in the Spring convocation must submit their final report by **mid-March** and for Fall convocation, submit by **mid-July**. The IC will schedule an oral presentation within **4 weeks** of receiving the final report (If this is over the summer, the normal 6 weeks submission timeline may be longer).
3. The IC will send an invitation to students in the ENVS 608 class and will forward the internship report to those who have indicated their attendance to the oral presentation.
4. The student will be asked to prepare a 15-20 minute oral presentation. In addition to a brief summary of the internship experience, the presentation should address:
 - a) The internship context in which the report topic arose
 - b) Whether the findings were in any way surprising or confirmed what was to be expected
 - c) The theoretical and/or practical implications and recommendations that follow from the report.

Presentation slides should be emailed to the IC no later than the morning of the oral presentation.

5. The Examination Committee, will normally consist of two people, the GPD and IC.

If a third reader is required, that reader will also be on the committee, and the GPD will only cast a vote in the event of a disagreement. After the oral presentation, the Examination Committee will deliberate in private. Attending ENVS 608 students will be asked to complete Evaluation forms for the written final report and the oral presentation. Comments will be compiled by the IC and shared with the defending candidate. See Appendices 2 and 3 for the report and oral presentation evaluation templates and the table below for the preparation timeline.

Final Report submission + Oral Presentation steps (6 week minimum)	
1 – Submit final report to IC and GPD	2 weeks
2 – GPD confirm acceptability of report *	(5 weeks during the summer)
3 – Comments from GPD and IC	
4 – Book date and room for the oral presentation	
5 – Send invite to ENVS 608 students	2 weeks
6 – Booking mandatory attendance for ENVS 608 students (limited spots)	
7 – Email report + assessment forms to attending students	
8 – Returned filled out report evaluation form	
9 – Attend oral presentation- Submit presentation evaluation form	2 weeks
10 – IC compile comments of 2 forms	
11 – MEnv candidate revised final report	
12 – Final submission: 1 bound copy + PDF + Presentation slides	

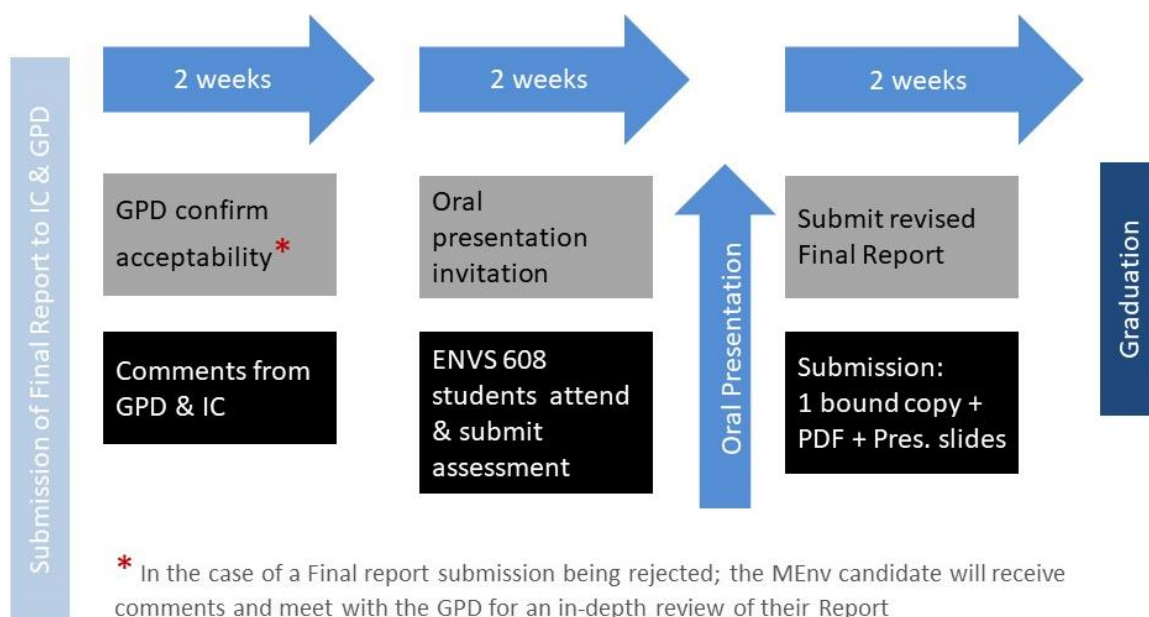
*In the case a final report submission is rejected, the MEnv candidate will receive comments and meet with the GPD for an in-depth review of their report.

6. If the Committee **passes** the report they can nonetheless require the student to revise the report before a Pass grade is submitted. Revisions may be subject to the approval of the IC alone or both the GPD and the IC. The student will be informed of the decision immediately after the deliberations following the oral presentation. It is the responsibility of the GPD to see that a Graduate Activity Grade report is prepared before the Committee adjourns and is forwarded to the Office of Registrar by the IC for completion of the activity related to ENVS 698.
7. A decision to **Fail** the student on the written internship report or the oral presentation requires the two examiners to agree. If the Examination Committee rejects the report, the student can revise and resubmit the internship report once after an interval of at least 2 months, but not more than 3 months after the original oral presentation. Formal resubmission follows the same procedure as an initial submission. A second failure will mean that the student will not graduate with a Master degree.
8. After the last revisions are made and approved, the student must submit to the IC:
 - a. **1 bound copy (Printed one side, spiral spine, transparency on top cover and black back cover)**, to be placed in the EA library for other MEnv students to read
 - b. **1 electronic PDF version of the final report.**

In order to meet the yearly graduation convocation deadline, all 4 components should be successfully completed by early **April for Spring Graduation** OR by early **September for Fall Graduation**⁵. See the table and figure below that outlines the timing of report submission and graduation.

Example of timeline from internship search to submission of final report and oral presentation:

<i>Preparation</i>	<i>Internship</i>	<i>Completion of ENVS 698 (report/oral presentation)</i>
September	January to April	August
January	May to August	December
May	September to December	April



The figure shows the timeline from the stage of report through to final report submission.

⁵ The exact dates change from year-to-year. Please be sure to confirm for your intended year of graduation.

3. Appendices

Appendix 1: Placement outline

- 1. YOUR (student) email:**
- 2. HOST ORGANIZATION:**
- 3. POSITION title**
- 3. OBJECTIVES**

General objectives of host organization:

Objectives of tasks or projects in which intern will participate:

4. JOB TASKS AND RESPONSIBILITIES

Specific tasks, projects that the intern will be involved in or responsibilities that the intern will hold during their internship

- 5. EXPECTED RESULTS**
- 6. RELEVANCE TO THE EA FIELD**
- 7. SUPERVISION:**

Name:
Position:
Address:
Email:
Telephone:

8. DURATION:

Beginning and end dates:
Estimate of total number of hours: 525-600 hours (minimum requirement)
Full-time/part-time:
Paid/unpaid:

Appendix 2: Examiner's evaluation of an internship final report

Name of student: _____

Internship
Report Title: _____

Category	Rating*					Comment
	E	VG	G	S	U	
Understanding of the subject (theoretical background, relation to EIA, depth, clarity, logical structure)						
Research and analysis (relevancy of case study, methods, logical flow, arguments, clarity)						
Literature review (review of previous work, relevancy, quantity)						
Presentation (organization, tables, figures, style)						

Signature: _____

Date: _____

*Rating : E=Excellent VG=Very good G=Good S=Satisfactory U=Unsatisfactory

Criteria for evaluating Internship Final Report in the course ENVS 608

(additional information)

The questions listed below are not exhaustive, and their weights can differ depending on the type of case study (e.g., some may not be applicable to certain types of report).

CONTENT:

- Is the problem addressed by the report clearly laid out at the beginning, and are the objectives of the study logically connected to it?
- Are there precisely formulated research questions or hypotheses that the report aims to address?
- Is the existing knowledge (literature, experience) included and adequately presented?
- Are knowledge gaps pointed out, based on the literature review?
- Have ideas been included that are specifically related to EIA?
- How relevant are the methods used to address the issue under study?
- Were the possibilities and limitations of the applied methods recognized?
- Are facts distinguished clearly (by the language used) from hypotheses and speculations?
- Are the theory and critical analysis presented in a clear and logical sequence?
- Are open, un-addressed questions mentioned?
- Are suggestions given for potential future work that would lead further?

FORMAT:

- Are the formal requirements regarding citation of literature met?
- Are data always presented with their units (also in tables and diagrams)?
- Is there a complete and informative abstract?
- Is the text scientifically flawless, comprehensible, and correct in language (grammar and spelling)?
- Is the layout reader-friendly?

Appendix 3: Examiner’s evaluation of an internship oral presentation

Name of student: _____

Category		Rating*					Comment
		E	VG	G	S	U	
Presentation	Effective use of allotted time or space						
	Visual aids						
	Diction (enunciation, volume, clarity)						
	General style, liveliness, and stage presence						
Content	Were the arguments and the logic of the presentation clear?						
	Was the structure of the presentation well balanced?						
	Did the presenter(s) clearly state the objectives and questions that their study is supposed to address?						
	Satisfaction with the answers given to the questions from the audience?						

Other comments: _____

Signature: _____

Date: _____

*Rating : E=Excellent VG=Very good G=Good S=Satisfactory U=Unsatisfactory