



## Sustainability Internship Procedure

### Mission

The Sustainability Program considers improving professional practice as one of its fundamental goals. For that reason, we grant academic credit (4 credits) to eligible students in the capstone track who complete a 200 hour internship related to the sustainability field. The internship counts as a General Elective course.

### Eligibility

You are eligible to apply for internship credit, if you are admitted to the Sustainability Program, capstone track, and have completed at least 6 program courses taken for graduate credit with a cumulative GPA of 3.5 or higher.

### Locating Internships

To find potential internship opportunities, we encourage you to use the Office of Career Services, Crimson Careers database; speak to sustainability faculty; and reference CARC's environmental career links.

### Approval and Registration

Once a suitable opportunity is found, fill out the Internship Application form (attached) and schedule a phone or in-person appointment with your research advisor to obtain approval. The object of this approval process is to determine the academic merit of the internship. We need to ensure that it will be a value-added experience, the responsibilities are at a high level (not routine maintenance or administrative tasks) and the work specifically relates to the field of sustainability. Internships are NOT approved in a company where you are already employed.

Once your research advisor, Dr. Mark Leighton, has signed off, he will submit the form to the Office of ALM Advising and Program Administration for approval. The ALM Advising Office will send you the registration paperwork once it is confirmed that you have been accepted as an intern. Please be in constant communication with your academic advisor, Lacey Klingensmith, about your date of hire, etc.

The timeline for registration for the internship course, ENVR E-399, follows the same calendar as all our other courses, but you need to have your project approved by:

- July 1 to register in fall
- November 1 to register in spring
- April 1 to register in summer

### Final Paper and Letter from the Internship Supervisor

After finishing your internship, you will have one calendar month to deliver an internship report to sustainability program Senior Research Advisor, Dr. Mark Leighton. The report will be 20-30 pages and should contain the following items:

- Cover page (1 page)
- Internship or project name (no more than 1/3 of a page)
- Brief description of the company, non-profit organization, government or international agency (1 page)
- Description of main internship activities/responsibilities (1-2 pages)
- Relationship of your internship to the advancement of sustainability activities (1-5 pages)
- Impacts of your internship in the (local, national or international) community. Here you can list environmental, economic and social equity impacts (1-5 pages)
- Specific skills or knowledge that you used during the internship. Let us know where you got these skills (for example, you could say "I did an assessment of Greenhouse Gas Emissions for a company, and I learned that in ENVR E-116. . . ." or "I performed a Life Cycle Assessment for the Manufacturing Supply Chain in Southern Asia; I learned about LCA in ENVR E-151 and about the main components of the International Manufacturing Supply Chain in ENVR E-137, etc."). If possible, please let us know how these skills and knowledge helped you to improve the quality of your internship experience (1-5 pages)
- Write the lessons learned from your internship. Let us know what you learned from your experience, remember that this will help future interns and researchers in improving the experience when doing similar activities or research, be detailed in this section, don't be afraid to share (1-4 pages)
- Write your recommendations for future research or professional development activities related to your internship, you could also let us know your recommendations on how the program office might help future interns to improve this professional experience (1-5 pages)

In addition to the final paper, your internship supervisor must submit a letter confirming the organization, internship job title, start and end dates, number of hours worked, internship responsibilities, and how well you did the job. The letter should be sent directly to your academic advisor, Lacey Klingensmith, [lklingensmith@fas.harvard.edu](mailto:lklingensmith@fas.harvard.edu).

Your research advisor will review your report as well as the internship supervisor's letter and issue a grade for your internship (pass or fail).



# HARVARD EXTENSION SCHOOL

Academic Advising Office, 51 Brattle Street, Cambridge, Massachusetts 02138-3722

## Sustainability Internship Application form

STUDENT INFORMATION		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
E-mail	Day time phone number	
Current employment status (part-time, full-time, not working)	Current employer	

INTERNSHIP INFORMATION		
Internship organization		
Internship job title		
Start date	End date	Hours per week
Internship responsibilities		
Internship supervisor name		
Supervisor e-mail	Supervisor phone number	

Please attach any information about the internship.

Have you been hired?    Yes    No    If no, when do you expect to learn if you have been hired for the internship? \_\_\_\_\_

Please state your reasons for wanting to do an internship and why this particular opportunity will be a value-added experience to your degree?

Student's signature _____ Date _____
--------------------------------------

I have reviewed the student's internship application, and I approve the awarding of 4-credits upon successful conclusion.
Research advisor signature _____ Date _____ Mark Leighton

I have confirmed with the internship supervisor, that the above student has been hired as an intern from _____ until _____ and will work a total of _____ hours. The supervisor has agreed to submit a letter of confirmation and evaluation to my attention (lklingsmith@fas.harvard.edu) at the conclusion of the project confirming the organization name, internship job title, start and end dates, number of hours worked, internship responsibilities, and how well the student performed his or her duties.
_____ Date _____ Lacey Klingensmith