School of Sustainability Internship Program Quick Facts

**An internship** is a carefully monitored, short-term, hands-on work experience in which students have intentional personal and career-related learning goals. All internships at the School of Sustainability are closely screened ahead of time and carefully monitored to insure a rich educational experience that directly connects to sustainability.

Internships for credit are combined with academic coursework that corresponds with the duration of the internship.

**Internship Timing**
School of Sustainability students generally do internships corresponding with the regular academic terms: Fall (Aug – Dec), Spring (Jan – May), and Summer (late May – Aug).

You will be more likely to secure a sustainability intern if you align with Arizona State University’s academic calendar when planning the timing of your internship program, as many students need to register for credit.

In order to qualify for credit, internships must offer the opportunity to work at least 135 hours at the internship site (approximately 9-10 hours per week during fall/spring, 20+ during summer). Interns can work more than 135 hours, upon agreement with internship site.

**Internship Criteria**
Internships should have a direct connection to sustainability that allows students to connect their coursework to real world application. Successful internships will provide substantive short and long-term projects that require skills such as: research, analysis, summarizing data, writing, presenting information visually and orally, bench-marking, brainstorming, investigating, planning, organizing, implementing programs and services, problem solving, thinking critically, influencing and persuading, and decision making.

Internship projects should have defined outcomes, and should include minimal routine clerical work or manual labor, and no sales focused responsibilities.

The School of Sustainability maintains a set of criteria for evaluating internship proposals, which can be provided by the SOS Internship Coordinator.

**Compensation**
As a general rule, you will be more likely to attract a higher level candidate pool with a paid internship. For-profit/private companies are required to comply with the standards set forth by the Fair Labor Standards Act when it comes to paying interns. The School of Sustainability cannot advertise or approve unpaid internships at private companies. It should be noted that receiving academic credit is not a form of compensation.

**Application Process**
Applying to an internship with a resume and cover letter is a key component of professional development and a learning experience for our students. We request that internship organizations collect applications directly from students, interview qualified candidates, and notify the SOS Internship Coordinator when an intern is offered a position. The intern should work with SOS to determine eligibility to earn credit for the internship.
School of Sustainability Internship Coordinator
The School of Sustainability Internship Coordinator works with internship providers to help craft a successful internship posting, promotes the internship on SustainabilityConnect.asu.edu, and facilitates any necessary inter-organizational agreements. The internship coordinator serves as liaison between the host organization, the student intern, and the School of Sustainability, as well as teaches the academic course component of the internship and awards grades for the internship class.

Expectations of the on-site internship supervisor
In order for the intern to earn ASU credit and achieve learning outcomes, we request the following participation of our internship supervisors.

• Supervision should come from a person experienced in the field that will meet or talk with the intern on a regular basis, and provide direct and constructive feedback so interns can learn and improve their performance.

• The site supervisor serves as the primary point of contact for both the student intern and the School of Sustainability internship coordinator.

• The site supervisor will facilitate the signing of a Student Placement Agreement between the organization and ASU School of Sustainability (if needed).

• We ask that the site supervisor participate in the “site supervisor interview” assignment, complete mid-term and final evaluations of the intern’s performance, as well as verifying total number of hours completed (min. 135). Site supervisor interview, mid-term, and final evaluations may take about 30 minutes each.

• Provide training and orientation to the organization, and introductions to the larger team. Interns want to meet key players, as well as learn the structure and culture of the organization.

• The supervisor is expected to bring any concerns about the intern or the intern’s performance to the attention of the School of Sustainability internship coordinator.

• When possible, we encourage the supervisor to provide career mentorship or professional development opportunities to the intern. Please include the intern in larger office wide meetings, offer training or shadowing opportunities, review their resume, offer words of wisdom as they embark on their professional career.

Next Steps
To get started right away please send a job description to the Internship Coordinator, and complete the Employer Internship Description Form.

Additional resources on starting an internship program, drafting a posting, and hosting and supporting an intern are available in the Community Partners Guide.

Contact Caroline Savalle, Internship Coordinator: Caroline.Savalle@asu.edu