MES INTERNSHIP INFORMATION FOR INTERNSHIP HOSTS

The Evergreen State College, Graduate Program on the Environment

MES Degree Basics

* Two-year full time, or three-year part-time program
* Thesis required – finished in final year
* Courses in the evening – made up of required courses and elective courses
* Electives can be met through internships

Types of Internships

* Paid or unpaid
* Can be paid directly by host organization or through Evergreen (with 11% overhead) through an inter-agency agreement (State Agencies only)
* Credit or non-credit
* 20+ hours/week/quarter = 4 credits; 10 hours/week/quarter = 2 credits
* One quarter is 10 weeks and usually run late Sept – mid Dec, early Jan – mid-March, and early Apr – mid June
* Usually, host organization lets student choose if they want credits or not unless student is paid through Evergreen – in which case, we require the students to take credits.
* Sample Projects
* Design a greenhouse gas inventory for a specific municipality
* Create an outreach plan or teach public about an environmental issue
* Use GIS data to map species distribution
* Plan an environmental event or design a system to improve efficiency
* Analyze data that has been “sitting on the backburner”

Internship Guidelines

* Internships must be an educationally meaningful and productive experience in which both the student and supervisor agree beforehand on a set of learning outcomes. If the student decides to earn credit, then an MES faculty and the Director must also sign off on these outcomes. Internships must be at the graduate level, meaning that the student gains academic learning above and beyond work experience.
* Students can earn a maximum of 8 credits during their time in MES; only 4 credits/quarter
* Intern supervisors are encouraged to include a thesis project with the internship that would occur after the internship is over or is part of or in addition to the internship. Students work on their thesis in their second year.
* If student chooses to earn credit for the internship, they will need to fill out paperwork with Evergreen that will require a supervisor signature before the start of the quarter. At the end of the quarter, the supervisor will be required to write an evaluation that will be sent to the faculty of record to use in granting credit.

Advertising Internships to MES students and choosing interns

* Supervisors should write up a position description, along with application deadline and send to the Assistant Director by the middle of the previous quarter in which the internship should take place.
* Summer and Fall quarters – send description by late April/early May
* Winter quarter – send description by late October
* Spring quarter – send description by early February
* Supervisors will determine the interview and selection process of interns, as well as internship schedule