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). If interested in paying through Evergreen, please contact Andrea Martin at martina@evergreen.edu
* Credit or non-credit
	+ 20+ hours/week/quarter = 4 credits; 10 hours/week/quarter = 2 credits
	+ One quarter is 10 weeks; quarters 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 typically 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 a specific 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 educationally meaningful and productive experiences 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 (or academic sponsor) and the MES 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
* Internship supervisors are encouraged to include a thesis project with the internship that would occur after the internship is over or as part of or in addition to the internship. Students work on their thesis in their second year.
* If the student chooses to earn credit for the internship, they will need to fill out an internship learning contract with Evergreen that will require a supervisor signature (can be done electronically) before the quarter starts. It may also require filling out a “site agreement form.”
* Credit-bearing internships require that the supervisor writes an evaluation of the student at the end of the quarter. The evaluation, based on work performed in the internship under the supervision of the internship host, is sent to the academic internship sponsor on campus. The sponsor files the final evaluation based on the narrative written by the internship supervisor. Once submitted, the student earns credit for the internship.

Stipend Guidelines

* We encourage internship hosts to provide some kind of stipend to MES interns. A standard amount is $3,000 per quarter for a 20-hour/week internship is recommended (about $15/hour).
* We understand that some internship hosts do not have funding for stipends; however, any support you can give to students is appreciated. This may include mileage reimbursement, purchasing equipment or supplies, or financially supporting students for field experiences and professional meetings.

Advertising Internships to MES students and choosing interns

* Supervisors should write up a position description, along with application deadline and application instructions, and send to the Assistant Director by the middle of the previous quarter in which the internship should take place.
	+ Summer quarters – send description by late April/early May
	+ Fall quarters – send description by late July/early August
	+ 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