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## Selected Recent Internship Hosts

Biodiversity Research Institute  
Casco Bay Estuary Project  
Center for Environmental Enterprise  
Center for Wildlife  
City of Portland  
Cumberland County Soil and Water Conservation District  
Environmental Protection Agency  
Day's Meadow Science Center  
Greater Portland Council of Governments  
International Paper Company  
Maine Atlantic Salmon Commission  
Maine Audubon Society  
Maine Business for Social Responsibility  
Maine Department of Environmental Protection  
Maine Fisheries Resources  
Northern Ecological Associates  
Peaks Island Elementary School  
Portland Water District  
Presumpscot River Watch  
Regional Waste Systems  
S.D. Warren  
Student Conservation Association  
The Chewonki Foundation  
The Nature Conservancy  
Town of Caribou  
Vermont Youth Conservation Corps  
Vortechnics Inc.  
Wells National Estuaries Research Reserve

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## For information:

ESP Internship Coordinator  
University of Southern Maine  
106 Bailey Hall  
Gorham, ME 04038  
207.780.5390

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## University of Southern Maine Environmental Science and Policy Program

### ESP Concentrations:

- Applied Ecology
- Community Planning
- Environmental Policy
- Water Resources

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## ESP's Internship Program



## Learning By Doing

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[www.usm.maine.edu/~esd](http://www.usm.maine.edu/~esd)

The University of Southern Maine  
Environmental Science and  
Policy Program's  
**Internship Program**

# ESP's Internship Program

USM's Environmental Science and Policy (ESP) program is an interdisciplinary major leading to Bachelor of Arts and Bachelor of Science degrees. The program prepares students for a variety of professional roles in the environmental field as well as encouraging students to pursue graduate academic and professional degrees. All students receive a rigorous science and policy education foundation comprised of courses, laboratory training, and fieldwork. ESP majors concentrate in:

- Applied Ecology
- Community Planning
- Environmental Policy
- Water Resources

## What is an internship?

- An internship is an educational strategy that combines academic skills with career-related work experience to form a well-rounded educational program.
- An internship allows a student to acquire and apply practical skills in field experiences while working toward career goals, which are aligned with the goals of a supervising professional or organization.
- An internship bridges the gap between formal learning and active application of what is learned.
- An internship should involve regular contact with one or more members of the host organization.

- Internships are intended to use and improve skills characteristic of a particular field. Although internships often include demanding “grunt” work, an intern is neither a “gopher” or bottle washer, but instead should be treated as a valuable contributor to the organization.

## How long is a typical internship?

- The length is variable and depends on whether the internship is full-time or part-time.
- The internship commitment should be approximately 120 hours, which translates into a 3-week full-time experience (40 hours per week).
- ESP's internship program is designed to be flexible to meet the needs of the student and the host organization.

## Are Interns Paid?

- Compensation is not a requirement for ESP internships. Ideally, the host organization will offer some compensation, such as a stipend.
- Interns should be compensated for out-of-pocket expenses related to their internship, such as travel and materials.

## What are the internship host's responsibilities?

- The host organization is requested to provide a written job description including the internship responsibilities, review the student's written internship agreement, and provide supervision throughout the internship.

- The host organization must complete an evaluation of the intern's experience and performance at the end of the internship using the *ESP Internship Evaluation Form*.

## What are the student's responsibilities?

The following requirements must be satisfied by the student:

- Complete the *Internship Intent Form*.
- Identify an appropriate internship in cooperation with their academic advisor and the ESP Internship Coordinator.
- Complete the *Internship Approval Form*, which outlines internship goals, the position responsibilities, schedule, and contact information. This form must be approved by the advisor and ESP Internship Coordinator.
- Register for ESP 495, Internship for 3 credits.
- Ensure that the host receives and completes the *Internship Evaluation Form*, which is submitted to the ESP Internship Coordinator.
- In the semester following the internship, give a public presentation to ESP faculty and students on their internship. Internship hosts are always welcome!
- Submit a brief (6-8 page) professional style paper describing their internship experi-

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**To host an intern, or to obtain additional information, contact the ESP Internship Coordinator  
207.780.5390**