January term, summer, and regular semester internships provide opportunities for students to learn about potential career choices. All internships involve a direct association with an institution or professional individual and are distinct from independent study. Internships are generally work-oriented and observational rather than academically oriented. Typically 1 or 2 credit hours are awarded; evaluation is Cr/No Cr.

One major goal of this experience is to allow students a first-hand look at the professions they would like to enter. Indeed, this does weed out a few who had a false picture of the particular profession or of themselves; however, we find that most students who intern are motivated to work even harder to prepare themselves for the challenge their chosen profession presents.

A second goal in this program is educational. We feel that valuable learning derives from the volunteer service and observational experience made possible through this program. During the internship, we ask the students to keep a logbook of their observational experiences and to write a short referenced paper using professional journals appropriate to the type of internship in which they are participating. We would like to have the student's Off-Campus Internship Supervisor fill out a very short evaluation of the student at the end of the program. These materials provide the means by which we evaluate the educational merits of the internship.

Internships are expected to require full time involvement during January term. The time commitment for regular semester internships will be negotiated individually; as a rule of thumb, at least one 3-hour time block per week should be spent in actual observation (travel to and from is not included). The students are expected to abide by all the codes and ethics of the particular profession they are observing and to conduct themselves as mature individuals. Supervisors have discretion to implement policies appropriate to their place of employment and profession.

Specific requirements for this course include:

1. writing a daily log of observational activities
2. a short paper (3-5 pages) appropriate to the type of internship in which you are participating, which involves some research in the profession's literature and/or journals
3. an evaluation of your participation by your immediate Off-Campus Supervisor(s) during the internship experience.

In general, students planning an internship are expected to take the initiative for making direct arrangements with off-campus professionals and/or institutions. Students seeking currently available internship opportunities should visit “Career Connection” on the Luther Career Center’s website (http://www.luther.edu/careers/). Initial contact with the internship site is best accomplished by a brief, introductory email or letter, stating who you are and how you learned about the internship site. Offer to contact the site within a week's time to see if an internship experience is possible. Detailed arrangements should emerge in follow-up contacts. Students should contact the internship site; minimizing the professional's time in the process.

For further information or questions, contact

Dr. Kirk Larsen, Environmental Studies Internship Advisor
Department of Biology
Luther College
700 College Drive
Decorah, IA  52101
Phone:  (563) 387-1558
Email:  larsenkj@luther.edu

Jim Arthur, Internship Coordinator
Career Center
Luther College
700 College Drive
Decorah, IA  52101
Phone:  (563) 387-1472
LUTHER COLLEGE ENVIRONMENTAL STUDIES
STUDENT INTERNSHIP EVALUATION

Student's Name _______________________________________

Dates of Internship ____________________________________

PLEASE RATE THE STUDENT ON A 1-5 SCALE, WITH 1 BEING POOR AND 5 OUTSTANDING

• Scholarship 1 2 3 4 5

• Work Ethic 1 2 3 4 5

• Personality and Interpersonal Skills 1 2 3 4 5

• Communication 1 2 3 4 5

• Suitability for career shadowed during internship 1 2 3 4 5

Please also add additional comments which would be helpful in our composite evaluation of this student and our program. Thank you.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Evaluator ________________________________________________

Facility _______________________________________________________________

Address ______________________________________________________________

City, State, Zip _______________________________________________________

Email Address _________________________________________________________

Please return form upon completion of internship to: Kirk Larsen, Department of Biology Luther College, 700 College Drive Decorah, IA 52101-1045