

Internships For Environmental Studies Students @ UCSB

Information Session: 2025-26
by Eric Zimmerman, Internship Coordinator
Environmental Studies, UCSB

ENVIRONMENTAL
STUDIES
INTERNSHIP
PROGRAM



Agenda

1. Why get an internship?
2. Important things to know
3. Search Strategies & Tools for Success
4. Earning Academic Credit (ENVS 192)
5. ENVS 192 Proposal Form and Syllabus

Everything is covered in the ES Internship Webpage at: es.ucsb.edu/internships

ENV S 192: INTERNSHIPS IN ENVIRONMENTAL STUDIES

Course Syllabus – Spring 2025

Internship Coordinator - Eric Zimmerman - 4312 Bren Hall
805-893-3185 E-mail: zimmerman@es.ucsb.edu

PROPOSAL DEADLINE:

Friday, April 18th, 2025
To Eric using email: advising@es.ucsb.edu

MID-QUARTER SEMINAR (1st Question Set Due):

Tuesday, May 6th, 2025 @ 4:00-5:00 pm
In Bren 4016 (ES Seminar Room)

END OF QUARTER DUE DATE (2nd Question Set/Evaluations/Journal Due):

Thursday, June 11, 2025
To Eric via email

ASSIGNMENTS:

1.) Experiential Journal: Through the course of your internship you will keep a weekly journal in which you record your experiences as well as your reflections, ideas, and criticisms. The format is up to you and tips on how to keep a journal are in the ESIP Handbook - Part 2; but the one condition is it be kept current and recorded faithfully each week, not "filled in" at the last minute (it's easy to tell). I expect at least a couple paragraphs per week outlining what you did, how was it different from previous weeks, how it impacted your overall internship experience and possible your short and long-term career goals. I will review them for completeness. Feel free to embellish your journal with photos, drawings, projects completed, etc. Your completed journal must be submitted digitally along with your other assignments by the end of quarter due date (scanned copies/photos of physical journals ok as long as they are legible).

2.) Intern Evaluation: A performance evaluation form will be emailed to your supervisor 1-2 weeks before the end of the quarter. You're required to review the completed evaluation with your supervisor, and both sign it. It's your responsibility to collect and return the Intern Evaluation to the Internship Coordinator by the end of quarter due date.

3.) Agency Evaluation: This is an evaluation of your sponsoring agency and your internship experience. Your constructive input is important and used to evaluate your internship experience, advise future students about internship opportunities, and gather feedback about the agency and the ES Internship Program. The evaluation is in the Handbook and both you and your supervisor should review and sign it. It's due by the end of the quarter due date.

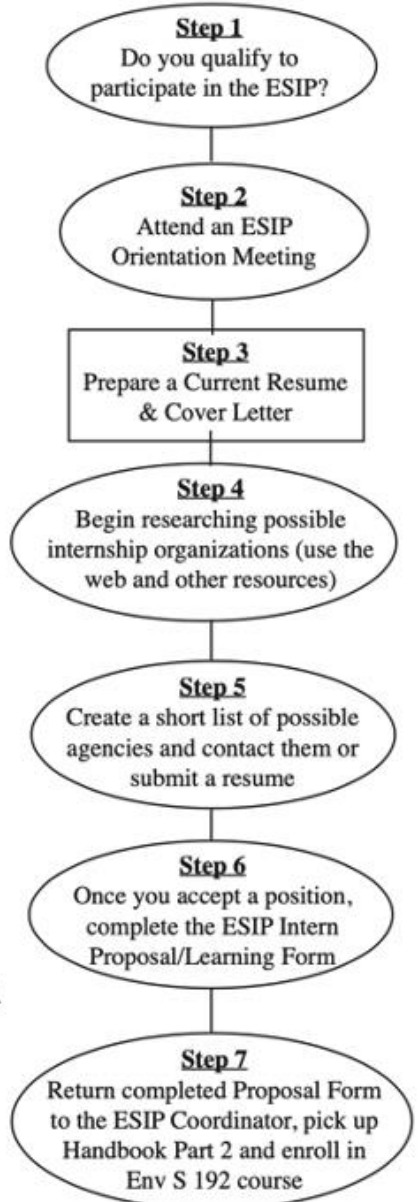
4.) Complete Internship Hours: Complete all work hours contracted with the agency and indicated on your ESIP Proposal Agreement. Each academic unit equals 30 total hours of work. If you are unable to complete the number of contracted hours you MUST notify the Intern Coordinator as soon as possible so your units may be adjusted accordingly. Verification of completed hours will be required from your agency supervisor on the Intern Eval. Form.

5.) Mid-Quarter Assignment and Attend Mandatory Seminar: This short question set is in the ESIP Handbook. Please complete it within 24 hours before the mid-quarter seminar and bring it with you to the required mid-quarter seminar - the date is provided above. THERE IS NO mid-quarter seminar required during Summer Sessions. If you can't attend the mid-quarter seminar due to a schedule conflict, email the ES Internship Coordinator at the start of the 5th week to schedule a make-up seminar with the ES Internship Coordinator.

6.) End of the Quarter - 2nd Question Assignment: There is no written final or meeting, but you must complete a 2nd Final Question Set available within the ESIP Handbook. This, along with your two evaluations and journal, must be emailed to the ESIP Coordinator by the date listed above. Failure to do so will result in a non-passing grade.

Your Role As A UCSB Representative

A high level of individual responsibility goes along with the privilege of earning academic credit for an internship. Remember, you are an official representative of the ES Program and UCSB, and we trust you to make an excellent impression by maintaining professional work habits and attitude, and by meeting your deadlines without exception. If any problems arise in your internship, contact the ESIP Coordinator immediately.



What is an internship?

- An **educative** and formalized opportunity where students gain hands-on work experience in a specific industry or job type from a professional company or organization
- A good internship should be an ongoing learning & mentorship experience

* interns **are not there** to be free labor or add to the company's bottom line



Why should I get one?

- Entry-level positions are competitive; a degree alone does not always land one a job
- What employers say:
 - **95.7%** of employers report that having work experience does factor into their hiring decisions
 - **64.2%** prefer to hire candidates with relevant work experience
- What helps sets you apart? **An internship!**

What does one gain? **EXPERIENCE!!!!**



Consider what you want to get out of an internship experience:

- Apply what you'll learn in class to the real world
- Explore a specific career pathway
- Build important industry related skills
- Connect with others and network
- Become competitive for an industry or grad school
- Try out an industry/job & see how it fits
- Acquire basic work & people skills

Important things to know

How to prepare

Internship Tips



- Many different types of internships – paid/unpaid, for credit/or not, part vs full-time, in-person vs remote, etc.
- Narrow down what you're looking for
- Not all internship opportunities are created equal
- Plan ahead – certain industries search for summer interns EARLY
- Positions are available year 'round
- **It's NEVER too early to start looking**
- They are an INVESTMENT in your future!

What do I need to prepare?

Shape Up Your Application Documents TODAY!

- Resume and cover letter
- Target documents with relevant info/experience
- Accomplishments
- Extra set of eyes
- Use Resources to critique
- Consider creating a LinkedIn account or private webpage

UCSB's Career Services Can Help!

<https://career.ucsb.edu>

- Gain Experience Section
- Get Hired Section
- Document Review – upload your resume and/or cover letter
- Resume+ Cover Letter Workshops
- Handshake (UCSB's Job/Intern board)
- How to use LinkedIn & conduct interviews

Search strategies

Ways to look for internships

Considering Timelines

Some internship apps due many months ahead of start date!

Flexible timelines to search, apply, interview, etc.

Check your daily schedule and prioritize
(only 24 hours/day)

It's never too early to start thinking about internships!

Starting Your Search

1. Assessing Self

- Consider your interests, personality, skills, values, strengths and goals

2. Wants & Needs

- Type of position wanted? Skills desired? What Qualifications necessary?

3. Narrowing Your Search

- Specific Industries/Companies
- Public vs. Private orgs.
- Location & Dates available

4. Do Your Research!

- Conduct informational interviews
- Job shadow if possible



Search Tools (Internet is your friend):

- Environmental Studies Listserv (ESmail)
- **List of Local Env. Orgs on ES Website**
- UCSB's Handshake (campus job board)
- Faculty and Guest Speakers in class
- Online General Job Boards
 - Indeed.com
 - LinkedIn
 - Idealist.org
 - Glassdoor.com
 - Careerbuilder.com
 - WayUp.com

Tips for Efficient Searching:

- Filter by location
- Filter by experience level
- Diversify search terms used
- Use advanced search options
- Set up search agents
- Continue to refine your search as you learn new info!

Go Directly to Employers



- Career Fairs – check Handshake!
 - Employer info sessions
 - Career Panels/Mixers
 - Visit Employer Websites
 - Guest speakers in class
 - Attend environmental events
 - Cold call or email (watch out for Gate Keepers)
- * Many of these can be done in-person or virtually**

#1 = Network! Network! Network!

Networking is scary – why should I bother?

- Recent estimates indicate that 60% of jobs are found through networking
- Many jobs are found on the “**hidden job market**” – term to describe when jobs aren’t posted online or advertised, but found through word-of-mouth

It’s easier than you think to get started!

- Relatives, Friends, Friends’ Relatives, Professors, Staff, Student Org Members, Alumni, Advisors
- Professional orgs, Employers of Interest, LinkedIn, List serves, Informational Interviews
- **“I am a student.....”**
- Career Services can help give you the tools to succeed!

Tools for Success: Be Prepared & Professional When Talking to Potential Employers

- Dress the part - even on Zoom!
- Promptness & reliability matter
- **Enthusiasm and eagerness to learn**
- Project a positive/confident attitude
- Consider proper language/etiquette in all communications
- Have questions ready to ask them
- Follow-up & write thank-you's



Consider other possibilities

UCSB students have **MANY** options for adding to their experience besides internships:

- Find a local or on-campus job
- Get involved in research with faculty or graduate students
- Study Abroad (EAP), field studies, etc.
- **Volunteer locally** (or virtually!)
- Join a campus organization or group
- Attend free online trainings/courses



UCSB Career Services:

[Career.ucsb.edu](https://career.ucsb.edu)

- Example Resumes and how to get started
- Document Review for Resumes/Cover Letters
- Gain Experience and Get Hired Sections on website
- Workshops every quarter
- Career and Internship Fair every quarter
- Peer Drop-in Advising & Career Counselors available

UC SANTA BARBARA Career Services

[Discover Options](#) [Gain Experience](#) [Get Hired](#) [Explore Grad School](#) [Career Paths](#) [Communities](#) [Grad Students](#)

Get Hired

How to Succeed in Your Search

[Job Search Strategies](#) [Resumes](#) [Cover Letters](#) [LinkedIn](#) [Interviews and Offers](#) [The First Day](#)



Env. Studies Internship Program (ENV S 192)

- Largest & oldest Dept. Internship Program @ UCSB
- For many alumni it's the most beneficial course they took
- Can be on campus, local, state, USA, international, virtual
- Earn Academic Credit: any qtr. & Summer
- List of local Environmental orgs on ES website
- Hundreds of ES alumni in local area and state of CA

Requirements for ENVIS 192:

- min Soph. standing
- min 2.75 GPA
- ES major (major and GPA can be waived)
- Earn 1-12 units (30 hours per unit) **4 max to ES**
- Pass/No Pass only
- Offered every quarter & can be repeated

Visit the ES Internship Webpage:
es.ucsb.edu/internships

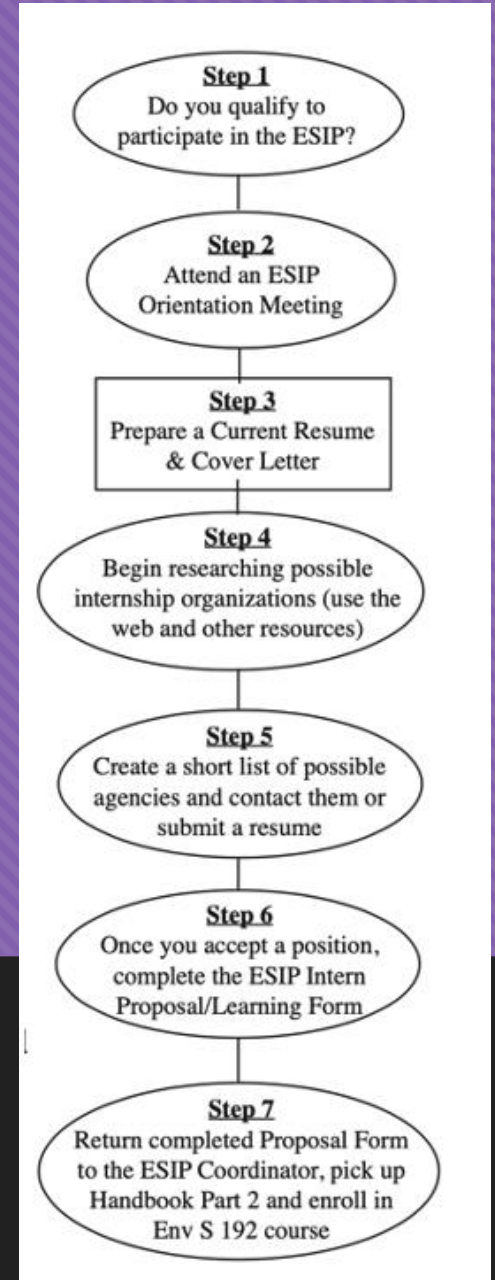
Don't have to enroll in ENVS 192

If you do, internship must:

- **Be environmental & w/professional organization**
- **Have a dedicated supervisor/mentor**
- **Work within the academic quarter (+ summer)**

Steps to success.....

- Have resume & other material ready
- Find and apply for an Internship
- Interview and secure the internship
(be sure it's the right fit for both of you)
- Let supervisor know you want to get credit through your school
- **Fill out the ENVS 192 Proposal Together**



How to Enroll in ENVS 192

- Visit the ES Internship webpage
- Complete Internship Proposal Form (+ waivers)
- Return via email advising@es.ucsb.edu

by quarterly add deadline (end of 3rd week)

- Emailed ENVS 192 Add Code, Syllabus, Handbook, and then enroll on GOLD

UCSB Environmental Studies Internship Program

INTERNSHIP PROPOSAL & LEARNING AGREEMENT

This agreement is meant to clarify the intern's learning objectives and to specify expectations and requirements between the intern, agency sponsor, and the ES Internship Coordinator. Academic credit is awarded for documented learning which takes place during the internship and leads to the development of new concepts and insights. Careful planning, reflection during the internship, and critical analysis at its completion will help maximize the learning experience. Please LEGIBLY complete both sides of this form and return it with all necessary signatures to the Environmental Studies Internship Coordinator by the Proposal Form Deadline (end of 2nd week of the Qtr.).

Student's First Name: _____ Last: _____

Date: ____/____/____ Proposal for: _____ Qtr., 20____ Major (s) _____

Perm # _____ E-Mail Address: _____

Current Class Level: _____ (must have minimum 45 units completed) Overall GPA: _____

Name of Placement Agency: _____

Supervisor's Name: _____ Title: _____

Agency Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone # _____

Fax # _____ E-Mail Address: _____

Student:

1. Total number of hours you will intern for: _____ x 1/30 = # Units Requested: _____
(30 hrs. per 1 unit)

2. Give a brief description of the agency for which you will be working for: _____

Five simple “assignments” to pass:

1. Complete hours
2. Keep a weekly journal
3. Attend mid-quarter meeting + Question Set
4. Complete Agency & Intern Evals
5. Final Question Set

Everything is on course syllabus >>>>>

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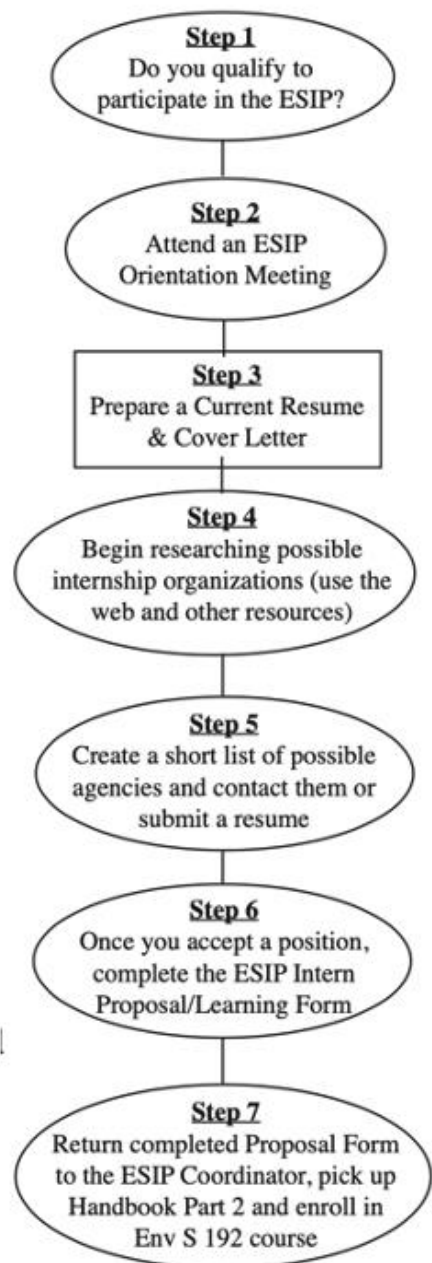
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Environmental Studies Program

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experience and not enroll for units. Many positions are available through the ESIP Coordinator via the [ESMail electronic mailing list](#), at "How to Find an Internship." Students are fortunate to have a strong tradition of environmentalism and supports numerous environmental organizations, from local agencies to private consulting firms and well established non-profits.

To learn more about internships, how to secure an internship, and the Environmental Studies Internship Program please continue reading this page. Internships are available during the second week of each quarter. You may find a link provided on the right side of this webpage under the "Student Programs" link to advising@es.ucsb.edu. Students are also welcome to contact the ESIP Coordinator at 805/893-3185 for more information on how to find internships and what appropriate internships are available.

If you are an agency interested in advertising an internship, please contact the ESIP Coordinator at 805/893-3185 for more information on how to find internships and what appropriate internships are available.

[Overview](#)

[Internships](#)

[Study Abroad](#)

[Senior Thesis](#)

[Field Studies](#)

[Research Opportunities](#)

[Other Opportunities](#)

[Environmental Leadership Incubator](#)

[Greti U. Croft Center for Undergraduate Environmental Leadership \(CUEL\)](#)

[Yardi Scholars for Environmental Justice](#)

[What is an Internship and Why Should You Pursue One](#)

[Who May Participate in the Environmental Studies Internship Program \(ENV S 192\)](#)

[ENV S 192 - Number of Units & Course Requirements](#)

[Steps to Enroll in ENV S 192 \(Internship Proposal Form\)](#)

[How to Find an Internship](#)

[Additional Internship Resources](#)

es.ucsb.edu/internships

Thank you!

Questions?

? Visit ES Advising: es.ucsb.edu/advising