

Internships For Environmental Studies Students @ UCSB

Information Session: Spring, 2024
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Environmental Studies, UCSB

ENVIRONMENTAL
STUDIES
INTERNSHIP
PROGRAM



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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 Internship Handbook - Part 1 and Syllabus

Everything is covered in the *ES Internship Handbook*
Download it at: es.ucsb.edu/internships

ENVIRONMENTAL
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HANDBOOK - PART 1

- ⇨ General Info About the ES Internship Program
- ⇨ How to Enroll in the ES Internship Course (EnvS 192)
- ⇨ Tips on How to Find and Obtain an Internship
- ⇨ The ESIP/EnvS 192 Learning Agreement
 - ⇨ ESIP Waiver Forms (if needed)

Environmental Studies Program
University of California, Santa Barbara

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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 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



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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!**

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What do does one gain?



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 skills
- Connect with others and network
- Become competitive for an industry or grad school
- Try out an industry/job & see how it fits

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



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Important things to know

How to prepare

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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!

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What do I need to prepare?

Shape Up Your Application Documents!

- 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!

- **Document Review** – upload your resume and/or cover letter
 - <https://career.ucsb.edu/students/#document-review>
- **resume+ - Workshops**
 - Check Handshake for available times!
- Resume & Cover Letter Workshops
- UCSB Career Manual
 - <https://career.ucsb.edu/print-resources>

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Search strategies

Ways to look for internships

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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!

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Starting Your Search

Assessing Self

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

Wants & Needs

- Type of position wanted? Qualifications necessary?

Narrowing Your Search

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

Do Your Research!

- Conduct informational interviews
- Job shadow if possible



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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!

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Go Directly to Employers



- Career Fairs – check Handshake!
- Employer info sessions
- Career Panels/Mixers
- Visit Employer Websites
- Guest speakers in class
- Cold call or email!
- Attend environmental events
- THE INTERNET IS YOUR FRIEND (key word searches)
- * Many of these can be done in-person or virtually

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#1 Network! 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
- Professional orgs, Employers of Interest, LinkedIn, List serves, Informational Interviews
- “**I am a student.....**”
- Career Services can help give you the tools to succeed!

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Tools for Success: Be 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/edict in all communications
- Follow-up & write thank-you's



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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



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UCSB Career Services:

Career.ucsb.edu

careerhelp@sa.ucsb.edu

Document Review for Resumes/Cover Letters:

<https://career.ucsb.edu/students#document-review>

Peer Drop-in Advising:

<https://career.ucsb.edu/students#career-advising>

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Env. Studies Internship Program

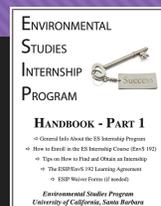
- Largest & oldest Dept. Internship Program @ UCSB
- Alumni say it's one of the most beneficial courses they took at UCSB!
- Can be local or not (state, USA, international)
- Earn Academic Credit: ENVS 192 (F, W, S & Summer)

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Requirements for ENVS 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

Download Internship Handbook - Part 1 & Syllabus



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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)

www.es.ucsb.edu/internships

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How to Enroll in ENVS 192

- Download ESIP Handbook Part 1
- Complete Internship Proposal Form (+ waivers)
- Return via email advising@es.ucsb.edu

by quarterly add deadline (end of 3rd week)

- Get ENVS 192 Add Code, Syllabus, Handbook Part 2, and enroll on GOLD

The image shows a thumbnail of the 'UCSB Environmental Studies Internship Program' form. The title is 'INTERNSHIP PROPOSAL & LEARNING AGREEMENT'. The form includes fields for Student's First Name, Last Name, Date, Proposed for (Quarter, Year, Major), Phone #, and E-Mail Address. It also has a section for Current Class Level and a Name of Placement Agency section with fields for Supervisor's Name, Title, Agency Mailing Address, City, State, Zip, Phone #, and E-Mail Address. At the bottom, there is a 'Submit:' section with two numbered instructions: 1. 'This number of hours you will intern for' and 2. 'Give a brief description of the agency for which you will be working for.'

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Five simple “assignments” to pass:

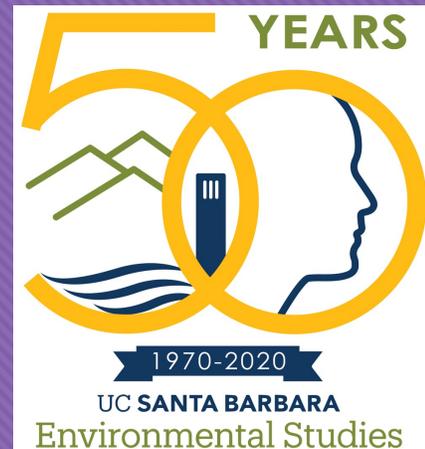
1. Complete hours
2. Keep a journal
3. Attend mid-quarter meeting + Question Set
4. Complete Agency and Intern Evaluations
5. Final Question Set

www.es.ucsb.edu/internships

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Thank you!

Questions?



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

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