

# Internships For Environmental Studies Students @ UCSB

Information Session: Fall, 2023  
by Eric Zimmerman, Internship Coordinator  
Environmental Studies, UCSB



# 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 in the ES Internship Handbook Part 1  
Download at: [es.ucsb.edu/internships](https://es.ucsb.edu/internships)

## ENVIRONMENTAL STUDIES INTERNSHIP PROGRAM



### **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*



# 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



# 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 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



# 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!

- Master 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>



# 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

## Assessing Self

- Consider interests, personality, skills, values and strengths

## 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



# Search Tools (Internet is your friend):

- ES Program Listserv (ESmail)
- **List of Local Env. Orgs on ES Website**
- Faculty and Guest Speakers in class
- UCSB's Handshake (campus job board)
- 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



- Virtual Career Fairs – check Handshake!
- Virtual Employer info sessions
- Virtual Panels/Mixers
- Employer Websites
- Cold call or email!
- Take part in UCDC or UCSB EAP?
- On-campus internship or research
- Guest speakers in class
- Attend environmental events
- THE INTERNET IS YOUR FRIEND!!!

# #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!



# Tools for Success: Be Professional When Talking to Potential Employers

- Dress the part - even on Zoom!
- Promptness & reliability matter
- **Project a positive/confident attitude**
- Consider proper language/edict in all communications
- 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
- Volunteer locally (or virtually!)
- Join a campus organization or group
- Attend free online trainings/courses





# UCSB Career Services:

Career.ucsb.edu

[careerhelp@sa.ucsb.edu](mailto: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>

# Env. Studies Internship Program

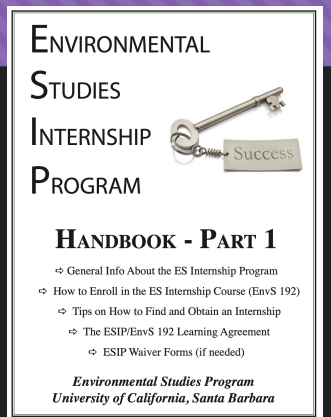
- Largest & oldest Dept. Internship Programs @ UCSB
- Alumni say it's one of the most beneficial courses they took at UCSB!
- Can be local or not (state, USA, international)
- Earn Academic Credit: ENVS 192 (year 'round)



# 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

## Download Internship Handbook - Part 1 & Syllabus





**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](http://www.es.ucsb.edu/internships)**



# How to Enroll in ENVS 192

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

by quarterly add deadline (end of 3<sup>rd</sup> week)

- Get ENVS 192 Add Code, Syllabus, Handbook Part 2, and 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 journal
3. attend mid-quarter meeting + Question Set
4. Complete Agency and Intern Evaluations
5. Final Question Set

[www.es.ucsb.edu/internships](http://www.es.ucsb.edu/internships)



Thank you!

Questions?



? Visit ES Program Advising: [es.ucsb.edu/advising](https://es.ucsb.edu/advising)