

## How to Set Up an Applied Experience

Identify a paid or unpaid experience (internship, volunteer, or employment) that is related to one or more environmental or sustainability issues and apply for it. This experience can take place anywhere in the world, either independently of your academic work or as part of a structured learning experience. It is always a good idea to talk with the ENVS Director about it ahead of time, especially if you are not sure whether it would be suitable for an applied experience or if it is part of a study abroad program.

The experience must:

- Involve at least 80 hours of meaningful work with one organization of some kind (government agency, non-governmental organization, educational institution, research lab, private company, etc.).
  - The work should involve an intellectual component in which you are learning about and contributing to the efforts of the organization and/or the issues or research questions it deals with. Jobs that only involve typical office work, doing repetitive lab analyses, or other fairly mindless labor are not suitable.
  - Ideally, the position will enable you to explore a kind of job or type of organization that you are considering working with after graduation. This is a chance to explore career options and begin building a network that can support your eventual transition into the working world.
- Be supervised by a non-student affiliated with the organization, ideally with mentorship involved.
- Last for at least 4 weeks during a single calendar year and academic term (fall, spring, summer, or intersession).
  - With advanced permission, experiences can begin during Intersession and extend into spring semester, but otherwise the experience should be completed during the term in which you are registered for the course.
  - In some special cases, intensive experiences shorter than 4 weeks long may be approved.
  - Because the Applied Experience course is classified as independent work, there is no tuition charged for taking it during the summer.

When you have the experience lined up, complete the Applied Experience Proposal form and send it to the ENVS Director. Once you have their approval, you can register for the course using the online Independent Work form using the directions below. This course must be taken during the term in which the experience will be completed. Retroactive credit *cannot* be given for experiences completed before the term in which the course is taken.

## How to Register for an Applied Experience

1. Go to SIS. Under the Registration menu for the term in which you will complete your applied experience, click on Online Forms.
2. Select Independent Academic Work.
3. Complete the form, providing explanations where needed.
  - a. Choose the correct term, Earth and Planetary Sciences for Department, and the Applied Experience instructor's name as your Faculty Sponsor.
  - b. Check the box to indicate that your faculty sponsor will not be directly supervising your Independent Academic Work and provide the requested information about your internship supervisor.
  - c. Course Number = *AS.271.509 - Applied Experience - section 01*
  - d. Credits = 1
  - e. Grading = AE UGRAD S/U
  - f. Provide a brief description of the work you will be doing in the internship.
  - g. Required Assignments to Demonstration Completion = Journal (weekly), Summary Paper (6 or more pages long), and Other described as a Poster.
4. Submit the form.
5. The electronic form will be sent to the instructor for approval. Once they approve it, you will see the course on your Confirmed Enrollments screen in SIS.