Illinois College Environmental Issues Internships
Applications Due by Friday, February 20, 2015

Illinois College supports at least three environmentally based internships each year. Successful candidates will receive a $2,600 stipend for their internship and up to $2,000 for travel and housing. In addition, students can receive up to four hours of academic credit deferred to fall 2015. A supplemental travel and/or housing stipend is available on an individual application basis to support other students just in travel and/or housing.

The Illinois College Environmental Issues Internship program offers two distinct options for students to consider: Starhill Forest Arboretum Internships and Student Defined Internships. Regardless of the option chosen, all interns with the Illinois College Environmental Issues internship program will be subject to the following:

Internship Requirements:

- Students must be returning to Illinois College for the fall of 2015.
- Students will normally work up to eight hours per day for a minimum of ten weeks during the period of the internship, or fewer hours per day for more weeks. Students should work between 300 and 400 total hours over the course of the internship. Time sheets will be submitted immediately following the internship.
- Faculty will collaborate with the student well in advance of the beginning of the internship to create a) a statement of the internship’s educational purpose, b) a series of activities which will allow the student to reflect on their learning during the internship (for example, a portfolio of photographs and completed projects, a regular journal, or a weekly email responding to prompts set by the faculty member) and c) a culminating project or paper of seven to ten pages.
- All interns will present about their internship at a campus-wide public presentation in the fall of 2015. This presentation will be arranged by the Office of Career Services. Interns should utilize Power Point and include photos of their experience.
- A PowerPoint, paper, and photographs should be submitted to the Internship Coordinator at the conclusion of the internship.
- Students are eligible for up to four internship academic credits for their internship. All credits earned during the summer will be deferred to the fall 2015 transcript. Be aware to not go beyond 20 credits for the fall semester.
- Supervising faculty will communicate with the intern once a week and will be available to respond to problems that may arise. The supervising faculty will visit the intern site, if possible, at least twice during the summer. At the time of the visit, the supervising faculty will seek to ascertain from staff at the internship site the quality of the internship’s contributions.
- The internship experience will be evaluated by the Site Supervisor, Faculty supervisor, and the student.
Starhill Forest Arboretum

Located between Springfield and Petersburg, just 45 minutes from Jacksonville is the world renowned living plant collection known as Starhill Forest Arboretum. Visit [www.starhillforest.com](http://www.starhillforest.com) for additional information about the Starhill Arboretum.

Guy and Edie Sternberg welcome interns each summer to learn about tree care and maintenance while collecting data in support of current research work. Interns are also involved with any ongoing construction or special projects. In recent years, students have completed a digital herbarium and constructed a bridge, deck and set of stairs. Interns work three days per week for approximately 14 weeks totaling 300-400 hours.

All Starhill interns will be assigned to a faculty supervisor for the duration of the internship. Interns are responsible for completing and submitting all assigned academic work and timesheets to the faculty supervisor.

**Selection of Starhill Forest Arboretum Interns:**

Interviews for interns will begin by mid-February and the selection will be completed prior to students leaving for spring break.

**To Apply:**

All applicants must submit a cover letter and resumé (or curriculum vitae) in one PDF file to Internship Coordinator JJ Sadler at [JJ.Sadler@mail.ic.edu](mailto:JJ.Sadler@mail.ic.edu) by **Friday, February 20, 2015**.

The cover letter should be addressed to:

Guy Sternberg  
Starhill Forest Arboretum  
12000 Boy Scout Trail  
Petersburg, Illinois 62675
Student Defined Internships

Students with an interest in environmental issues are encouraged to dream BIG! The Student Defined Internship option allows motivated students the opportunity to develop a proposal that explores some aspect of an environmental issue, at any site in any location. Students are encouraged to research and strive for an internship site that is not the typical opportunity.

Environmental Science majors are strongly encouraged to apply, yet students from any major can consider apply to this program. A non-Environmental Science major could work with an organization in any capacity. Example: A communication major could work with an organization in their marketing, communication, education, public relations areas, etc.

The written proposal can be included in the cover letter, or can be a separate document. The proposal should identify the organization(s), location(s), and type of projects or duties that would comprise the internship experience. Students must make a strong case for how the internship relates to the environment. Please include as much detail as possible.

Applicants are encouraged to make contact with prospective sites and a letter of support from the site would greatly enhance the strength of the proposal. At the time of application, students must have the written agreement of an Illinois College faculty member for supervision, as indicated on the application form.

Although students need not have at the time of application, the final agreement of an organization at which they will carry out the internship, the agreement must be presented to Career Services before the start date of the internship through the submission of an Internship Learning Contract.

Selection of Student Defined Internship Proposals:

The Director of Career Services, the Dean of Student Success, the Internship Coordinator, the Director of Corporate, Foundation, and Governmental Relations and two other faculty members with environmental issues expertise, chosen by the Director, will serve as the selection committee. The two faculty members shall not include faculty who are being proposed as faculty supervisors.

To Apply:

All applicants must present an application form, cover letter, and resumé or curriculum vitae to Internship Coordinator JJ Sadler at JJ.Sadler@mail.ic.edu by Friday, February 20, 2015. A written proposal outlining the intended internship is also required. Inclusion of a budget would be beneficial for all applications. Incomplete applications will not be considered.

The cover letter should be addressed to:

Selection Committee
Student Defined Environmental Issues Internship
Illinois College
1101 West College Avenue
Jacksonville, Illinois 62650
Illinois College Environmental Issues
Student Designed Internship Application
Due to Career Services by February 20, 2015

Complete the application below. Incomplete applications will not be considered. You must secure a faculty supervisor for this internship and obtain his/her signature. You will attach three documents: a résumé, cover letter, and written proposal as detailed below:

- Current résumé or curriculum vitae (if you need assistance, contact Career Services)
- Cover letter introducing yourself, your interest in or commitment to environmental issues, your career goals and specifically indicate your request for funding from the Illinois College Environmental Issues Student Defined Internship program. A budget outlining costs is beneficial.
- Written proposal for the Illinois College Environmental Issues Internship program. In this document you must outline your proposal to intern at the intended site(s) for a summer 2014 internship. Please attach any printed information about your internship site, including information about any set internship programs they may have. A letter of support from the site is encouraged. The document length is up to you; fully develop your proposal and include supporting documentation.

Student Name ____________________________________________________________

Current Mailing Address: ____________________________________________________

City __________________________ State _______ Zip ____________________________

Phone Number where you can be reached ______________________________________

Email ___________________________ I.D. Number ____________________________

Circle Class Standing   FR   SO   JR   SR   Major ___________________________

Proposed Faculty Supervisor for Internship __________________________________

Proposed Organization for Internship ________________________________________

Proposed Site Supervisor for Internship ______________________________________

Mailing Address of Site ____________________________________________________

City __________________________ State _______ Zip ____________________________

__________________________________________________________________________

Student Signature __________________________________ Date _________________

Proposed Faculty Supervisor Signature ________________________ Date __________