

## Examples of Means of Assessment

### (Example One – 4 credit application)

I am happy to serve as the faculty supervisor for (student name) for the 4-credit Fall 2023 internship with (company/organization/agency), a sustainable apparel company (student name) is helping to develop. This internship will be supervised by the co-founder (name).

(student name) will keep weekly journal entries, which will culminate in a reflective paper that addresses initial expectations, actual experiences, and connections to (student pronoun) Skidmore education. In addition, (student name) will write two 6–8-page research paper that will help guide the development of this sustainability-focused company. The first one, submitted halfway through the internship, will be a sustainability analysis of (company/organization/agency) that addresses how to balance all 3 pillars of sustainability in a for-profit company. The second one, submitted at the end of the internship, will research the human and environmental health effects of manufactured fibers that are used in the bulk of today's apparel.

As an Environmental Studies major with a strong interest in sustainable business, I am confident that this internship opportunity will be a great fit for (student name), and complement both (student pronoun) academic and professional goals.

### (Example Two – 4 credit application)

For the internship, the student will be required to do the following:

1. Journal: Keep and submit weekly journal entries (used cloud such as Gmail or Box)
2. Readings: Two texts in consultation with (Professor) and On-Site Supervisor
  - o Titles due by (date)
  - o Write and submit a reaction paper comparing lessons learned in the readings to the work of your internship. Paper due (date).
3. Portfolio: Maintain and submit a digital portfolio of all work, projects completed.
4. Reflection Paper: Submit a comprehensive reflection paper of 8-10 pages.
5. Remote Work Log: Create and maintain a record of hours worked to be submitted with all materials at end of internship.

All items above are due via email to (Professor) by (date).

Evaluation will be based on topics learned and questions raised as well as written experiential analysis. The internship supervisor will also be asked to complete and evaluation rubric. (Professor) will communicate directly with internship supervisor regarding the evaluation.

**(Example Three – 2 credit application)**

(student name) will complete the following and submit to me:

- An industry report (2-3 pages double space) detailing the business (student pronoun) works at and the industry that the business is in. (student pronoun) may include things like industry characteristics, competitors, key success factors, challenges facing the industry, etc. This report should be emailed to me around the mid-point of the internship.
- A 3-4 page (double space) final report one week after the internship ends. In this paper, (student pronoun) will summarize (student pronoun) internship experience, reflect on the things she has learned from (student pronoun) internship, and describe key lessons (student pronoun) has acquired while drawing from (student pronoun) course work at Skidmore.

Evaluation criteria: The industry report and the final report will be evaluated based on the quality of her learnings, structure and organization, writing mechanics, depth of reflective thoughts, and use of course material.

**(Example Four – 3 credit application)**

After reviewing the Internship materials from the on-site supervisor, (name of supervisor) from (company/organization/agency), it is evident that the internship duties you will undertake for this position are experiential in nature. The work will benefit your interests in pollinators, native and invasive species of plants, environmental education, non-profit management, community outreach and education, and habitat restoration, and will be a great experience for resume building.

This internship will build directly off the (name of course) course work and projects you recently completed (name of course), as well as your enrollment this fall in (name of course). For the three credits that you will work to complete, the best way for me to provide an evaluation of your efforts is through viewing weekly reports or journal entries that you submit to your supervisor. This journal will be the conduit for me to better understand what exactly you've been doing with the bulk of your time interning for (company/organization/agency). We can then provide an accurate assessment of the value of this type of internship, especially when Skidmore College students in subsequent years are interested in an internship experience with (company/organization/agency.)

You will also meet weekly with your onsite supervisors (and others) to discuss your internship progress and projects. You will also conduct two research projects, one due at the mid-point of the semester, and the second at the end, regarding (company/organization/agency). It would be great if your research/information can ultimately be used by (name of company) for a website, brochure, and/or newsletter, etc., so make sure to discuss with them the best format and writing style. As for a second research project, you've indicated an interest in research on wildflower lawns and their environmental benefits over ornamental lawns. Again, this information should be useful for (company/organization/agency), possibly a video or multi-media piece working to interview a local resident(s) that utilize native plants.

Here is a good example of a project/site/video that you could use as a model: [\(give website address\)](#).

Alternatively, in line with our (name of course), you could develop one more ADDITIONAL original environmental education lesson for (company name), on pollinators, taught to either a Girl Scout troop or a local public or private school class. You can choose the age range, but it has to be 3rd grade and above. Note: you can't double count your EE service hours with your internship hours.

At the end of the Fall Semester we will expect you to provide us with a portfolio of work/materials that you helped to develop in coordination with (company/organization/agency), in a format that will be useful for future job and internship applications/interviews.