UT Sustainability Internship Program
Information Guide
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Introduction

The Sustainability Internship Program provides students of any background with the opportunity to create and execute a project on an Office of Sustainability program or initiative of their choice. Student interns benefit from hands-on experience in an environmental organization and professional development training in these unpaid positions. Students gain valuable connections with campus and other members of the University by working collaboratively on their projects.

The Sustainability Internship Program officially launched in Spring 2019 with the mission to better educate University of Tennessee, Knoxville students on sustainability topics such as waste diversion, carbon footprint minimization, energy conservation, and environmental education. This guide describes how the program is currently structured, gives intern expectations, and defines example projects.

Program Structure

Applications & Interviews

The application for the Sustainability Internship Program asks students to attach their resume and answer a series of questions relating to what kind of project or sustainability interests they want to pursue with the Office of Sustainability. Applicants are not required to submit a project proposal, but they are asked to give examples of sustainability on campus and showcase their passion and desire to be a part of the program. Projects can be done individually or in small groups, but students must apply and interview separately.

As applications come in, the Internship Advisor will contact prospective student interns to discuss their sustainability interests and project ideas. In this interview, students will be given the expectations and requirements of the internship. Student interns chosen to be a part of the program will be responsible for accepting the position and committing to the required meetings and hours.
Internship Details

Internship Length: Spring 2020

Qualifications: Able to work independently for about 5 hours per week and available for weekly meetings with the advisor and monthly meetings with the group. Eager to learn about and advocate for recycling, conservation, and sustainability; creative and enthusiastic. Effective written and oral communication skills. Can work well independently as well as collaboratively. Organized, self-motivated, and accountable for work.

Opportunities and Benefits of the Program: Learn about recycling and sustainability. Gain project management experience in creating and carrying out projects. Work collaboratively with others on educating and advocating for positive campus change. Develop professional management, communication, and leadership skills. Develop relationships with recycling/sustainability leaders on and off campus. Learn about careers in sustainability. Make a real impact on UT’s campus!

Internship Expectations and Commitments

1. Program Orientation
This will be a half-day workshop orientation that will allow students to get to know their fellow interns, learn more about program expectations, and develop project goals and timelines. Orientation will take place on a Saturday or Sunday.

2. Monthly Group Meetings
These meetings will take place on a day and time that works best for the intern group. During these meetings, students will discuss their projects with each other and participate in various sustainability workshops or professional development events.
3. **Weekly One-on-Ones**
Interns will set weekly meetings with the Internship Advisor to discuss progress and setbacks of their projects. These meetings will be set on an individual basis. The Internship Advisor will also be available on an as needed basis for hands-on project assistance.

4. **End of Semester or Year Deliverable**
Interns are expected to produce a project deliverable by the end of the semester or school year. A project proposal, progress reports, and final report will be required. Final reports will be displayed in the 'spotlight section' of the Office of Sustainability website. Presentations will be performed by each member during end of year celebration.

5. **Voluntary Service or Social Activities**
Students will be able to participate in service or social activities with the other interns as a way to give back to the community and get to know one another better. These activities will not be required.

**Academic Credit**

If a student intern wishes to receive academic credit for their internship, then they must notify the Internship Advisor before their internship begins. This gives the student intern time to make sure that their research project meets course or department requirements. For example, students studying Sustainability can count this internship as their capstone course.