Earlam College Environmental Studies
ENST 363 Field Experience Planning Packet

The ENST 363 Field Experience is designed to give students the opportunity for direct, meaningful work and activity in a variety of contexts that make up the field of Environmental Studies. Through the Field Experience, students have the opportunity to gain knowledge, skills, and abilities that will amplify classroom and theoretical learning, develop practical and useful skill sets, and provide perspective on questions of vocation and career.

**Procedures and Deadlines**
The Field Experience can be done during any academic semester or during the summer. A student obtaining ENST 363 credit must work directly in an organization, program, or other structured setting that relates to the field of Environmental Studies broadly defined. Students must be pre-approved for this course in the semester prior to the internship experience. Pre-approval consists of meeting with an Environmental Studies program faculty member (usually your major advisor) and completing the field experience form (see attached). The one-credit course will be applied during the academic semester of the Presentation of Learning of the field experience which should fall at the end of the semester in which the experience takes place, or in the case of a summer experience, in the following Fall semester.

In all field experiences, several requirements must be met.

1. Students may not obtain Field Experience credit “after the fact.” Field Experiences must be pre-approved and signed off by the advising faculty member with required paperwork prior to the start of the field experience.

2. Students must have a pre-briefing with the supervising faculty member prior to beginning the field experience. Typically, this happens the semester prior to the experience. In rare circumstances, this can happen during the semester of the experience but this is not recommended. If a physical meeting is not possible, a phone call or Skype session may be substituted.

3. Students must have a designated site supervisor who can verify the successful and satisfactory completion of the experience. The experience must total at least 120 hours of direct experience and the designated site supervisor must complete the attached evaluation form and sign off on the log sheet.

4. To obtain credit for the experience, students must have all of the above documentation in order, meet with their supervising faculty member, and give a public “Presentation of Learning” (POL) on their field experience (see attached description and expectations for the POL), during the semester in which credit is to be allocated.

5. Students must pass their POL to obtain credit. If a “provisional pass” is given, students will have to complete additional work as determined by the supervising faculty member before credit is given.
**Students:**  *This form must be brought to your advising faculty member with your complete application.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Experience in Environmental Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Name:**

**Advising Faculty Member:**

This section to be completed by Advising Faculty Member prior to the field experience

- Application completed and approved. Date: __________
- Student pre-experience session with advising faculty member. Date: __________

This section to be completed by Advising Faculty Member upon conclusion of the field experience

- Student registered for ENST 363* on Self Service. Date: __________
  * Send email to registrar during same semester as POL
- Site Supervisor evaluation completed. Date: __________
- Post-experience session with advising faculty member. Date: __________
- Student Presentation of Learning scheduled. Date: __________
- Student assessment completed. Date: __________
- Grade (circle) High Pass  Pass  Provisional Pass (Additional Work Required)

**Advising Faculty Signature:**

*Advisor: please send this cover sheet with all supporting paperwork to the ENST convenor at this stage.*

This section to be completed by ENST Program Convenor

- Student Assessment/Grade sent to student and Registrar. Date: ______

**Program Convenor Signature:**

**Notes:**
ENST 363 Field Experience Application

1. ________________________________ Drawer # Phone # Date
   Student's Name

2. ________________________________ ________________________________
   Major/Minor Fields Year in college

3. Schedule of proposed experience (please include start/end dates as well as other relevant dates or activities)

4. In which semester and year do you wish to be registered for this experience?

5. Who is your ENST faculty supervisor for this experience?

6. Will you be undertaking this experience somewhere besides Earlham? If not, skip to item #10.
   Organization Name & Address:
   Telephone (area code and number):
   Email/Web Address:

7. Name and Title of Site Supervisor:

Attach a typed response to the questions below:

8. What will you propose to do for your Field Experience?

9. What new knowledge, experience, skills, and personal abilities do you hope to develop through the Field Experience? (State insofar as you can. More objectives may be determined later.)

10. What applicable knowledge, skills, and abilities (including courses) do you bring to this experience?

Name/Signature of Approval (Faculty Advisor) Date
Dear Site Supervisor,

Thank you for allowing an Earlham College ENST 363 (Field Experience in Environmental Studies) student to further their understanding of environmental theory and practice by completing this experience with your organization. The student in question has applied for course credit as part of his/her experience and, in accordance with college policy and expectation, there are several documents that must be completed and returned for this student to receive credit for successful completion of the course.

To help us evaluate the Field Experience and the student’s work on site, please take some time to complete the attached evaluation. After you have completed the form, please return it either electronically or by mail to the following address:

Earlham College
Environmental Studies Program
801 National Road West, Drawer 87
Richmond, IN 47374
Ph: (765) 983-1327
Fax: (765) 983-1207

PLEASE NOTE: It is very important that you complete the evaluation- it is a required part of the students coursework. If you do not return the form, the student may not get credit for his/her experience. Thank you in advance for your prompt attention to this.

The student above is in good standing and is taking the required number of credits in order to qualify as a full-time, enrolled student at Earlham College. Thank you for your help and thank you for acting as a mentor and supervisor and feel free to contact us directly should you have any questions or concerns.
ENST 363 Field Experience
Site Supervisor Evaluation

To the evaluator: please take a moment to complete this form for your student. Your thoughtful replies will help make the experience more meaningful and supply information for the supervising faculty member when they meet with the student after the field experience for further reflection. You make complete this form by hand or electronically by typing directly into the template and emailing the saved document to the email listed in the cover letter. Thank you again for your time.

STUDENT NAME: ________________________________

1. Please comment / describe the type of work this student performed during the Field Experience. Note time spent in leadership roles, training, etc.

2. Please comment on your assessment of the overall quality and effort of the work performed during the Field Experience by this student.
3. In what ways do you feel this student grew, changed, or developed as a result of this experience? Or, in other words, what do you think the student gained or learned from the experience?

4. In what ways might this student need additional support, encouragement, feedback, or assistance as they continue to develop?

5. Are there any additional comments, suggestions, concerns you would like to communicate either about the internship or about this student specifically? (use additional pages if necessary)

Name: 
Title: 
Signature        Date
Log Sheet for ENST 363 Field Experience

Name: ________________________________

You will need to submit this time sheet to your faculty supervisor to obtain credit for your Field Experience.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
<th>Nature of activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total hours must come to at least 120 hours.

________________________ signature of supervisor to verify hours at organization for final report
ENST 363 Presentation of Learning

Assignment Description
The Presentation of Learning will entail giving a public speech followed by a short “Q and A” about the presentation from faculty and peers. The presentation will be a coherent and cohesive expression of important learning you as a student wish to “own” from your Field Experience. Purposefully integrative and interdisciplinary in scope, this assignment asks you to draw from all aspects of your experience-- the personal, the theoretical, and the practical.

Assignment Outcomes
Our expectation for this assignment is that you attempt to integrate and crystallize the learning you have had in your Field Experience. Presentations of learning are often used as a way of capturing and owning the learning that individuals have experienced in a shared, social context. Visual media and other forms of creative expression are encouraged so long as they are balanced with the need to clearly communicate and demonstrate your learning in a relatively short period of time.

Specific Expectations
Your presentation should be approximately 20-30 minutes in length and should develop a meaningful and coherent narrative over its course (it should not simply be a chronology of “highlight” activities or disconnected reflections). Importantly, the purpose of the exercise is for you to weave together significant aspects of your Field Experience and connect them to your coursework and the theoretical frameworks in Environmental Studies. The evaluating faculty member(s) will be looking for evidence that you have demonstrated new understandings and awareness through this assignment.

To help you develop your thoughts and ideas, here are a few suggestions:
- Review your notes, journal, or other documents-- what important themes, ideas, and concepts have resonated with your experience? How have you changed, intellectually through this experience?
- Think about what you wish to “own” from this experience- what did you take back with you in terms of changed attitudes, values, or behaviors?
- What authors or writings from completed coursework have been especially relevant or helpful in making sense of your experience?
- What experiences were particularly poignant or can be linked together to provide a coherent and compelling narrative to share?
- What questions do you leave with? What queries do you intend to “live out” from here?

Benchmark
If you could have made the same or similar speech prior to your Field Experience you have not achieved the hoped for specificity, depth, and overall engagement with the assignment. Demonstrate your new learning!

Assessment
The assignment will be assessed by program faculty including your supervising advisor. In considering the effectiveness of the presentation, we will ask the following:

- Did the presentation:
  - Have a clear and coherent narrative?
  - Integrate specific prior classwork, ideas, and concepts to help demonstrate learning?
  - Reflect serious thought and critical analysis?
  - Successfully integrate theory and practice?
  - Demonstrate professionalism in design and delivery particularly related to both oral and visual presentation skills?