

- The student is expected to spend a minimum of one working day (more if they wish) with the external agency to fulfill an on-the-job requirement. Their time is to be mutually agreed upon between the student, external agency and the instructor and must be

adhered to by them once it is established. The total number of hours spent within the field experience is to total at least 120 hours.

a) Pre-requisite: Resume and Cover Letter

As the field experience is a job opportunity, a first assignment before being placed: prepare a resume and compose an appropriate cover letter. This assignment prepares the student for the interview with the supervising agency and anticipate their needs after graduation.

A sample resume will be given to follow for actual use. The cover letter should be composed according to the guidelines found in the handouts obtained from Career Services in Matelson Hall on campus.

The student is to have both the resume and cover letter handed in by a specific date or no placements will be allowed.

b) Preliminary description of the Field Experience:

A detailed description of the assignment as agreed upon by the student and their agency supervisor is to be completed during the first week of the placement.

This description should consist of:

1. A general statement of the task.
2. An outline of a plan and the methodology that is to be implemented to perform the task.
3. A description of how their task is related (or, if it is not, why not) to the work of the external agency.
4. The signature of their agency supervisor agreeing to their preliminary description.

c) The final written report should consist of:

1. Statement of the Field Experience
2. Name of the agency, address and name(s) of immediate supervisor(s).
3. Evaluation of the experience, agency and supervisor.
4. Description of the experience.
5. Significance of the work in context to the agency.
6. Your recommendations and/or comments.

7. GUIDELINES/SUGGESTIONS FOR TEACHING METHODS AND STUDENT LEARNING ACTIVITIES:

1. Class discussions and/or laboratory experience
2. Individual consulting and placement
3. Written exercises
4. Oral presentations and final report

8. GUIDELINES/SUGGESTIONS FOR METHODS OF STUDENT ASSESSMENT (STUDENT LEARNING OUTCOMES):

1. Final evaluation on their performance by the agency.
2. A formal report due on a specific deadline date.
3. A final class held for discussion and a required oral presentation.

9. SUGGESTED READINGS, TEXTS, OBJECTS OF STUDY: "The New Complete Guide to Environmental Careers," The Environmental Careers Organization, 1993 et seq.

10. BIBLIOGRAPHY OF SUPPORTING TEXTS AND OTHER MATERIALS: Career and Job Placement Packet

11. PREPARER'S NAME AND DATE: Richard R. Pardi, Spring 1994  
Karen Swanson, April 2000

12. ORIGINAL DEPARTMENTAL APPROVAL DATE: Spring 1994

13. REVISER'S NAME AND DATE: Richard R. Pardi, Spring 2005

14. DEPARTMENTAL REVISION APPROVAL DATE: Spring 2005