



CIEE Monteverde, Costa Rica

Course name:	Conservation and Sustainability Internship
Course number:	INSH 3003 MTVE
Programs offering course:	Costa Rica, Monteverde - Sustainability and the Environment
Language of instruction:	English
U.S. Semester Credits:	3
Contact Hours:	45 (25 hours of seminar/lectures; 110 hours of field placement)
Term:	Fall 2019

Course Description

As a student, this internship experience will help you to integrate environmental protection and sustainable development theory and practice in rural Costa Rica. You will be matched with a local business, non-governmental conservation organization, education center, farm, or community organization to help them to confront a “sustainability challenge” that they have identified. You may labor in any of these broad realms: agriculture horticulture sustainable landscaping, design, and building, solid waste or waste water management, environmental education or art, water resource management or protection, biodiversity conservation, or, small business development. You will visit organizations that are offering internships where you will learn about their mission and be introduced to the sustainability challenge that they seek to address. You will be matched with one of the organizations, conduct background research to learn about the broad context of the sustainability challenge, and then write a proposal formatted for the United Nations Global Environment Facility Small Grants Program promising specific deliverables. You will then labor on site for one month, carrying out the proposal and producing deliverables for the internship provider. You will later communicate your results in written reports and a blog post, as well as in an oral presentation to peers, homestay families, and community members.

Learning Objectives

Upon completion of this internship, a student will have:

1. The ability to write a grant proposal for the United Nations Global Environment Facility (GEF), Small Grants Program (SGP)
2. The skills to write a final report for the GEF-SGP
3. Proficiency in preparing and delivering a symposium talk (partly or entirely in Spanish) for the public
4. Experience in writing a blog post that is informative, as well as appropriate for and engaging to, a broad audience of English speakers
5. Expanded insight into real-life sustainability challenges in a rural community of a tropical, developing country and realistic solutions for addressing these challenges
6. Experience in implementing solutions for real-life sustainability challenges, based upon principles of sustainability
7. New skills and knowledge, possibly including: construction practices related to sustainable building materials and natural resource management; design and landscape practices related to horticulture and agriculture; the use of GPS/GIS; biological monitoring techniques and biological or sociological research methods and statistical analyses; pedagogy and development of educational materials; methods and media in art, film making, and building websites



8. Enhanced commitment to being an agent of positive change

Course Prerequisites

No prerequisites.

Methods of Instruction

This course is taught with a combination of methods that differ based on a 3-part sequence of activities and goals. It includes site visits to internship providers or relevant locations, workshops on proposal writing, report writing, public speaking, and well as a workshop on how to make effective PowerPoint presentations. It also includes a large experiential learning phase during when you are on site, laboring to produce the deliverables that will help your organization overcome their sustainability challenge. During this phase, you are learning the relevant skills and acquiring the needed information in highly individualistic ways, dependent upon the particulars of your internship but always under the mentorship of a daily supervisor and an academic supervisor.

Part 1: Internship introductions, pre-proposal-, and proposal-writing (12 seminar hours)

As a student, you will select your internships based on site visits to possible internship placements. You will meet with representatives of internship organizations or businesses to discuss potential assignments. You will write a pre-proposal that ranks ALL of the internship choices (1 = highest), and includes one paragraph justifying your TOP THREE.

Once you have been given approval, you will then write a proposal formatted for the Small Grants Program (SGP) of the United Nation Global Environment Facility (UN-GEF). You will attend seminars and workshops on how to write UN-GEF proposal, and follow guidelines for content and format.

You will be assigned an academic advisor who, along with a daily supervisor, will meet with you to orient you to the expectations associated with the placement. This phase includes 12 instructional contact hours.

Part 2: Internships On-site (110 field placement hours + 4 seminar hours)

You will spend a total of 110 hours on site at the internship during a four-week period. You should be ready to work from 8:30 AM - 1:30 PM (take a 30-minute lunch break). You should take photos of your progress to show at the weekly meetings and use in your eventual reports. At weekly meetings, you and your academic advisors will decide on the next week's goals. Your progress toward reaching those goals will be assessed at Weekly Review Sessions and counted toward your grade. Your grade will also be impacted by how well you summarize your daily activities in your Daily Log, which you will show on Friday meeting.

At the end of this on-site period, you will hand in your internship "products" ("deliverables"; explained in each internship description).

During this period, you will also write a blog post that describes, to a broad audience, the significance of this internship to you (personally and professionally) as well as how it helped to overcome a sustainability challenge. You will use photos that you have taken and write 500 words on your experience. See "Blog Post", below.



This on-site period should be used to the fullest. This period includes 110 hours on site and 4 hours of seminar.

Part 3: Post-internship Synthesis and Reports (9 seminar hours)

In the last phase, you will (a) write 2 drafts of a final report, and (b) prepare and deliver a PowerPoint presentation for the symposium aimed at the community of Monteverde.

The final, public symposium summarizes your internship. Each talk is 8 minutes of speaking. You will deliver your talk to the Monteverde community (including your homestay family and representatives from the internship provider), with a summary in Spanish. (If possible, you can include more written or spoken Spanish). See “Symposium”, below.

Additionally, you will attend writing workshops. You will submit two drafts of a written report, i.e., a first and final submission, both in English, in which you describe the socioeconomic, cultural, and environmental context and significance of your internship, and how final project advanced the goals of the organization and sustainability. This phase includes 9 instructional contact hours.

Assessment and Final Grade

1. UN-GEF Proposal (and pre-proposal)	10%
2. Daily logs and photos (show in Weekly Reviews)	5%
3. Quality of performance/product at internship	15%
4. Project cleanup, product(s) storage/donation	10%
5. Blog post	5%
6. Final oral presentation	20%
7. Final report, first draft	20%
8. Final report, second draft	15%

Course Requirements

Proposal and pre-proposal: See the United Nations Global Environment Facility Small Grants Program guidelines for Costa Rica. See “Course Assignments: Pre-proposal”; Course Assignments: Proposal”, and “Proposal Grading Criteria”, below, in this Internship Booklet. See “Tips for Writing”, also below (pg. 21).

Daily logs and photos: Daily logs sheets are included in this Internship Booklet. You must show logs and photos taken at each of the Weekly Review Sessions. Include how well you achieved the previous week’s goals. List goals for the next week. *Goals are determined with your daily and academic supervisors’ input.*

Quality of performance and product: *The daily supervisor and the academic supervisor will consult to determine points earned.* Grading criteria will include the intern’s attendance, attitude, motivation, level of responsibility, diligence, timeliness in completing tasks, response to criticism and suggestions, overall effort, overall commitment, resourcefulness, creativity, accuracy of information, appropriate data analysis and



interpretation, communication skills, quality of workmanship, interpersonal skills, and other indicators.

Project cleanup, product(s) storage/delivery/donation: *The daily supervisor and the academic supervisor will consult to determine points earned. We will consider whether you have cleaned, returned, replaced all equipment and materials used in a timely and responsible way. We will consider whether your final products were delivered, stored, or used as appropriate for the particulars of the internship.*

Blog Post: This is a 500-word essay aimed at a general audience, but possibly including prospective employers, that describes (a) the focus of your internship; (b) your personal and professional interest in the internship; (c) skills and knowledge that you have acquired; ((d) what you feel are your greatest contributions or accomplishments in this internship. You should submit a minimum of two relevant, good quality photos to accompany this.

Final oral presentation: See “Guidelines for Final Symposium”, below.

Final report, first draft: This is worth more points than the second draft because we expect it to be as good as a final draft. Make it as polished and ready for publication as you can. Follow “Tips for Writing” (pg. 21) and “Written Report Content and Guidelines”, below.

Final report, second draft: We will compare the comments and suggestions made by the academic supervisor on the first draft to the corrections that the student makes for the second draft. The final number of points considers overall quality in addition to how well the suggestions and comments on the first draft were addressed. As usual, follow “Tips for Writing” (pg. 21) and “Written Report Content and Guidelines”, below.

Attendance and Class Participation

You are required to attend all of the classes and site visits (Part 1). Likewise, you should be prepared and present for weekly review sessions, and you are expected to work diligently during all 110 hours of Part 2 (On-Site Period). If you miss a site visit during Part 1 you will not be eligible to choose one of those internship offerings. If you have unauthorized absences, your points earned under “Quality of performance and product” will be reduced.



Weekly Schedule

Week 1-2 Program Orientation and Field Trip #1; no internship classes

Week 3 Internship Visits and Introductions

3.1 Lecture: "Tips on writing a good grant proposal"

3.2 Excursion: Visits to internship locations; introduction to internships

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3.3 Excursion: Visits to internship locations; introduction to internships

3.4 Excursion: Visits to internship locations; introduction to internships

Assignment: Internship Pre-Proposals Due

Assignment: Internship Proposals Due

Week 4 Field Trip #2; no internships

Week 5 Internship execution on site

5.1 On-site internship

5.2 On-site internship

5.3 On-site internship

5.4 On-site internship

5.5 On-site internship + Weekly progress meeting with Academic Advisor/Daily logs and photos reviewed

Week 6 Internship execution on site

6.1 On-site internship

6.2 On-site internship

6.3 On-site internship

6.4 On-site internship

6.5 On-site internship + Weekly progress meeting with Academic Advisor/Daily logs

Week 7 Internship execution on site

7.1 On-site internship

7.2 On-site internship

7.3 On-site internship

7.4 On-site internship

7.5 On-site internship; Blog post due; Weekly progress meeting with Academic Advisor/Daily logs and photos reviewed

Week 8 Internship execution on site

8.1 On-site internship

8.2 On-site internship

8.3 On-site internship

8.4 On-site internship

8.5 On-site internship; Final products due

Weeks 9 Internship writing

9.1 Lecture: "Tips on writing final reports"

Assignments: Final report, first draft due



Week 10 Symposium week

10.1 Lecture: "How to prepare a professional talk"

10.2 Final symposium

Week 11 Final report

Readings

Readings are assigned on a case-by-case basis from peer-reviewed journals and references.

All past semesters' internship reports are available for student reference.