Student-Initiated Internship
Urban Environmental Studies – Birmingham-Southern College
2013 Summer Internship Guidelines

In addition to the local environmental organizations recommended for UES summer internships, a student may propose another local organization for an environmental internship. Students must formally apply for a paid UES summer internship and submit additional information describing their plans and the organization with which they wish to work.

Required steps for completing Student initiated Internship application process

1. **The student must comply with any formal application process at the proposed organization.** It is preferable that the agency select the student by mid-February when the UES internship applications are due. For BSC-sponsored student initiated internships, the student may receive no additional compensation from the organization with which they intern.

2. **Submit the application for BSC-sponsored UES internships.**

3. **Student-initiated internship proposals must also include the following information:**
   
   a. Name of the organization, website, and mission.

   b. A letter (from the organization) indicating:
      
      i. Formal acceptance as a summer intern at the organization

      ii. The name and contact information of a representative of the organization who has agreed to supervise the summer internship (40 hours/week for 10 weeks)

   c. A brief description of responsibilities as a summer intern at the organization

   d. Value of this internship for UES major or minor