The internship substitution applies to the "Practicum" section of the Major and Special Concentration in Sustainable Development requirements. To be eligible for an internship substitution, you must: 1) have your internship job description pre-approved by the SDEV program directors; 2) enroll in the SDEV UN3998 Independent Study course during the same semester you undertake the approved internship OR the semester immediately following the completion of the internship. Once you have completed the internship, you will need to submit this application to Cari Shimkus at cshimkus@ei.columbia.edu. If you have successfully completed the application and received a passing grade, your internship will fulfill the practicum requirement.

Note that internship tasks should be substantive in nature and allow you direct exposure to meaningful work being done at the organization. Internships that are strictly administrative (i.e. photocopying) are not eligible.

Name: ____________________________ UNI: ______________

☐ Major    ☐ Special Concentration  Expected Graduation: _________________________

Internship Company/Organization Information

Company/Organization Name: ____________________________

Direct Supervisor's Information (If you had multiple supervisors, please attach all supervisors' full information.)

Name: ____________________________ Title: ____________________________

E-mail: ____________________________ Phone number: ____________________________

Company/Organization Address: ____________________________

How many hours did you work? ________ (NOTE: 42.5 hrs = 1 credit; 85 hrs = 2 credits)

For how many weeks did you work? ________ The dates were from ___/___/___ to ___/___/___

Primary Supervisor Signature: ____________________________

Application Response Questions

On attached pages, please elaborate on the following questions:

(NOTE: Your application should be no more than three pages in length.)

1. To which specific sustainable development issues was your internship related?
2. How did the internship enhance your understanding of these issues?
3. What were your responsibilities? Please give a detailed response that includes specific contributions and projects.
4. What are the three most important and relevant things that you learned in your internship, as applied to the issues of sustainable development that you described above?
5. Reflect upon why you undertook this internship: did you achieve what you set out to? If not, why?

FOR DEPARTMENT USE ONLY:

☐ Approved for ________ credits   Date: ___________