

Rubenstein School Experiential Learning Academic Deliverables

An academic deliverable is the coursework you're required to complete to earn credit for your internship/research experience. At the end of your Internship/Research Experience, you must submit deliverables based on the number of credits you hope to earn. Once completed, deliverables should be submitted to the Brightspace site of the internship course for which you're registered (ex: SINT2991, NR2993, etc.).

Academic deliverables per credit are listed below:

1-credit (45 hours interned/researched) deliverables

- Reflection paper:
 - 2-page reflection on internship/research experience
 - What did you do in your internship? What did you learn? How did you meet your learning objectives? What connections did you make to job/career ideas? Tips for future interns?
 - Attach at least one photo/visual
 - This reflection may be published on the Rubenstein School website and/or in the Rubenstein School Newsletter
- Informational Interview:
 - 1-page reflection after conducting an informational interview with a professional at/connected to your internship/research site.
Informational interviews are opportunities for you to talk with people doing work you're interested in learning more about. These conversations can be especially useful as you think about possible jobs and career paths. Here are some questions you might consider asking:
 - Tell me about your career path – why did this type of work interest you and how did you get started?
 - What were your first few jobs after you graduated from college?
 - What are the duties/responsibilities of your job? What does a typical day or week look like for you?
- Equity, Diversity, Social Justice Reflection:
 - 1-page reflection on equity, diversity, and/or social justice as it relates to your internship/research – the organization/company/agency you

worked with, the population(s) you worked with, the impact of your work, observations, etc.

- Presentation:
 - A presentation of your internship/research experience including your visual (photo/artwork/infographics/etc.). Venues for presentation can include:
 - A class within your major
 - A Rubenstein student club meeting
 - Rubenstein School Internship Panels
 - Rubenstein School Internship & Research Slams
 - Another setting agreed upon in consultation with Rubenstein Experiential & Community-Based Learning Coordinator
- Submission of your most up-to-date resume, including an entry outlining/describing your internship/research experience.
- Sign up for a [UVM Connect account](#) – an online network of UVM students, graduates, faculty, and staff.

2-credit (90 hours interned/researched) deliverables

- Complete all assignments articulated for 1 credit with following change:
 - Informational Interview:
 - For 2-credit experiences, 2-page reflection after conducting 2 informational interviews with professionals at/connected to your internship/research site.

3-credit (135 hours interned/researched) deliverables

- Complete all assignments articulated for 1 credit with following change:
 - Informational Interview:
 - For 3-credit experiences, 3-page reflection after conducting 3 informational interviews with professionals at/connected to your internship/research site.
- Substantive Project:
 - This project is decided upon in consultation with your Faculty Sponsor and can take many forms, including an 8–10-page research paper or other deliverable.
 - Topic should be determined by the mid-way point of your internship/research.

4-credit (180 hours interned/researched) deliverables

- Complete all assignments articulated for 3 credits with following change:
 - Substantive Project:
 - Length/depth of project will be considerably larger than 3-credit example: 10-12-page research paper

5-credit (225 hours interned/researched) deliverables

- Complete all assignments articulated for 3 credits with following change:
 - Substantive Project:
 - Length/depth of project will be considerably larger than 4-credit example: 12-15-page research paper

6-credit (225 hours interned/researched) deliverables

- Complete all assignments articulated for 3 credits with following change:
 - Substantive Project:
 - Length/depth of project will be considerably larger than 5-credit example: 15-18-page research paper

Important Notes

- Due dates for completion of academic deliverables are in the final week of the semester in which the academic work is being done and credit is being earned. Faculty sponsors may request to see drafts of research papers/projects prior to the final due date.
- All written deliverables should use 11 or 12-point font, 1.5 line spacing, and standard margins.
- Faculty sponsors may request additional academic deliverables or suggest substitutions as they see fit.
- All academic deliverables should be submitted through Brightspace.

Substantive Project Guidelines

- Please meet with your Faculty Sponsor to determine the scope and scale of your substantive project
- Examples of past substantive projects include:
 - An in-depth land management plan
 - A set of policy briefs
 - The creation of environmental education lesson plans
 - Marketing plan for an organization/company
 - A series of GIS maps

- An in-depth policy analysis

Grades and Evaluation

- For 1- and 2-credit experiences, the Rubenstein Experiential & Community-Based Learning Coordinator will assess and grade your academic deliverables.
- For 3+-credit experiences, your Internship/Research Faculty Sponsor will assess and grade your academic deliverables, your general efforts and engagement throughout the process, as well as the degree of learning achieved during your internship.
- The evaluation from your Internship/Research Site Supervisor will be based on the quality of your work in the internship/research and their experience working with you.