



Loyola University New Orleans Environment Program

Capstone Experience Walkthrough

Prerequisites:

- Completion of the 12 hours or coursework in the program
- Standing as a sophomore, junior or senior
- Proposal submitted and approved by faculty member

1. Choose one of the following courses:

ENVA A497 Internship Credit Hours: 3.00

Students gain practical experience in environmental fields by conducting service learning projects or volunteer work at some community, government, tourism, or non-government organization. It is expected that students complete at least 120 hours of service.

Internships typically require an off-campus director that oversees day-to-day activities and an on-campus faculty sponsor that acts as the liaison between the student, director, and the Environment program. Prior to undertaking an internship, a proposal must be submitted for approval through an Environment program faculty member.

ENVA A498 Independent Research Credit Hours: 3.00

Students work with a faculty advisor to conduct theoretical, field, and/or laboratory research in some aspect of Environmental Science or Environmental Studies. Typically, this involves identifying an original question in an environmental topic, collecting and analyzing data, and preparing a written report of the findings. Prior to undertaking independent research, a proposal must be submitted for approval through an Environment program faculty member.

2. Choose a project director or a project sponsor

Project Director. This is the scholar who you will directly report to for your internship or research project. If the capstone is occurring on campus, this will be a Loyola ENVA faculty member who agrees to oversee all aspects of the project. For off-campus projects, the Project Director will not be a Loyola ENVA Faculty member, so you will need a faculty member as your Project Sponsor (see description below).

Project Sponsor. This must be a Loyola ENVA faculty member who acts as the liaison between the Project Director (if outside of the university) and the university. They oversee completion for university credit, including grading, overseeing that deadlines are met and all forms are completed and turned into the Environment Program director and Office Manager.

3. Complete the following forms:

- ❑ **Independent Studies Course Form:** To register for the Environment Program Capstone Experience, visit the College of Arts & Sciences website [CAS Online Forms](#). Download and complete the form and a syllabus at the beginning of the semester in which the capstone experience takes place. Obtain the Project Director/Sponsor and Environment Program director signatures and submit to the Environment Program Office Manager.
- ❑ **Agreement Sheet and Waiver of Liability Form:** Obtain the Project Director/Sponsor and Environment Program director signatures and submit them to the Environment Program Office Manager. Download the form from the Environment Program resources page.
- ❑ **Submit an interim and final report to the ENVA Project Director/Sponsor:** The nature, length, and due date of these reports will be specified by the Project Director/Sponsor at the beginning of the project and should appear on your syllabus. A copy of the final report should also be sent to the Environment Program director and should include a reflection of how this experience has contributed to the student's environmental education.
- ❑ **Your Project Director must submit an Evaluation Sheet to the Sponsor and Environment Program Director at the completion of the project:** Download the form from the Environment Program resources page.

All of the above MUST be completed by May 1st of the graduation year, August 1st of the graduation summer, or a date set by the Project Sponsor.

- ❑ **The Project Director/Sponsor will assign a grade for the course** that assesses the student's performance based on the Project Director's/Sponsor's evaluation and the student's written report.