OFFICE FOR SUSTAINABILITY
The mission of the Office for Sustainability (OfS) is to guide and assist the Western Michigan University community in fulfilling and growing its sustainability commitments. Through building a diverse and flourishing learning community around sustainability, we will continually explore and develop new opportunities to create a culture of sustainability and improve quality of life for all.

INTERNSHIP
The goal of the We sustain Internship Program is to cultivate informed, critical thinkers that serve as ambassadors for sustainability through leadership development and experiential learning. Assignments and activities will challenge individual assumptions and behaviors. Students will explore pertinent sustainability topics on campus, in the community, and around the world. The following skills- and knowledge-based learning outcomes are at the core of the program, which will be fostered through regular feedback and assessment.

LEARNING OUTCOMES
1) Students will be able to describe and discuss the state of the planet and be able to articulate the consequences of their everyday actions on multiple scales (on themselves, on their communities, and on those distant from them in time and space, including nonhumans).

Examples of these forms of knowledge: (a) learn the significance that nature plays in human survival and flourishing; (b) understand how seemingly small actions have profound consequences; (c) question dominant assumptions about the world and society that currently perpetuate unsustainability.

2) Students will develop a deep understanding of the coevolution and interconnectedness of all species and use this knowledge to explore human development opportunities and priorities that promote improvements in quality of life for all (especially the flourishing of nonhumans and endangered cultures).

3) Students will explore leadership strategies, model sustainable behaviors, and experiment with changing their (and potentially other’s) patterns of thinking and behavior.

4) Students will develop an understanding of the organizational goals and corresponding short- and long-term objectives that propel sustainability efforts at Western Michigan University on local, national, and global scales.

5) Students will be able to effectively articulate, through written and oral communication, their knowledge of and appreciation for complex, interconnected, and sometimes conflicting sustainability challenges across multiple perspectives.

MINIMUM QUALIFICATIONS
The student must:
1. Be enrolled as a full-time Western Michigan University student
2. Be held in good academic standing as stated on his/her transcript
3. Have a cumulative GPA of 2.75 or above

INTERN EXPECTATIONS
- Act in a professional and ethical manner
- Be open and accepting to constructive evaluation
- Strive to grow and improve both personally and professionally
- Assert ideas in a supportive, appropriate, positive, and tactful manner
- Develop well-informed opinions while remaining open-minded and avoiding jumping to conclusions
TIME COMMITMENT
Students are required to engage in 4-5 hours of WeSustain-related experiences per week (includes 2-3 hours of face time, plus up to 2 hours of reading, journal writing, and active reflection). Activities will vary from week to week, and are subject to change. Due to this time commitment, it is highly recommended that incoming interns arrange their schedules around the weekly meetings and events in the schedule below.

INTERNSHIP COMPLETION REQUIREMENTS
- Attend a minimum of 8 out of 9 prearranged internship meetings
- Engage in 4-5 hours of WeSustain related experiences per week
- Participate in the internship orientation retreat
- Attend 2 outside sustainability themed events or lectures (i.e. SSG informational session, sustainability business forum, Green Drinks, WildOnes volunteer training)
- Complete one independent job shadow of an OfS or WMU campus leader/initiative
- Schedule and attend a one-on-one mid-semester meeting with the Internship Coordinator
- Complete one collaborative sustainability project
- Complete pre and post-assessment and reflective assessment

COMPENSATION
Upon completion of the internship program, students will receive a $250 total payment (pre-tax) that will be delivered at the end of the semester. Students are expected to meet OfS employee standards and the WeSustain Internship completion requirements. Failure to follow program expectations may result in dismissal or payment forfeiture.

APPLICATION PROCESS
Applications can be obtained by visiting the OfS or online (http://www.wmich.edu/sustainability/opportunities/internships). Completed applications must be submitted in hardcopy to the OfS or electronically via e-mail (wmu-sustainability@wmich.edu) by the candidate no later than 5 PM on November 1, 2019. The OfS is located at the southeast corner of Howard St. and West Michigan Ave.

INTERNSHIP SCHEDULE
Weekly discussion meetings will be held on Wednesdays from 5-6:30 PM

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<tr>
<th>Month</th>
<th>Date</th>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>November</td>
<td>1</td>
<td>WeSustain Applications Due</td>
<td>5 PM</td>
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<tr>
<td>November</td>
<td>22</td>
<td>Intern Selection Deadline</td>
<td>5 PM</td>
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<tr>
<td>January</td>
<td>6</td>
<td>Spring Semester Classes Begin</td>
<td>8 AM</td>
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<tr>
<td>January</td>
<td>15</td>
<td>OfS Welcome &amp; Tour</td>
<td>5 PM</td>
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<td>January</td>
<td>17</td>
<td>WeSustain Day Retreat</td>
<td>10 AM</td>
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<td>January</td>
<td>24</td>
<td>Leadership Development</td>
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<td>January</td>
<td>31</td>
<td>Green Woodworking</td>
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<tr>
<td>February</td>
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<td>Career Development Week</td>
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<td>Zero Waste &amp; Behavior Analysis</td>
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<td>21</td>
<td>Localization</td>
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<td>28</td>
<td>Field Work</td>
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<td>March</td>
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<td>Spring Break</td>
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<td>Alternative Transportation</td>
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<td>March</td>
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<td>Gibbs House Workday</td>
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Review and complete this informational packet and application by November 1, 2019 by 5 PM. Turn in hardcopy applications to the Office for Sustainability at 2529 W Michigan Ave, or send them electronically to wmu-sustainability@wmich.edu.