

SYRACUSE PULP & PAPER FOUNDATION
Paper Internship or Co-op Award
SUNY College of Environmental Science and Forestry
Adopted June 30, 2022
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The Syracuse Pulp and Paper Foundation, Inc. (**SPPF**) offers grants (the "**Grants**") to undergraduate students at SUNY College of Environmental Science and Forestry ("**SUNY ESF**") who participate in an internship or co-op in a pre-approved Paper or allied industry. The total award is \$2,000. The Grants are available to eligible undergraduate students by application based on the eligibility requirements below. A single student may be awarded up to 2 Grants in total; *provided* the Grants are for separate internship or co-op locations and are awarded in separate academic years.

Interested students should apply **prior to starting any internship or co-op** by email to deb@sppf-esf.org, including (1) an SPPF application certifying the student's eligibility; (2) a current resume; and (3) a current undergraduate transcript (unofficial is fine).

1. Enrollment in any appropriate B.S. degree program at SUNY ESF or other institution by application to SPPF. (i.e. Engineering majors, Environmental majors, Forestry, Science accepted by employers)
2. Completion of an internship or co-op in a Paper or allied industry, as approved by the SPPF Scholarship Committee and SPPF Board of Directors; and
3. Must be a U.S. citizen and permanent resident as determined by the SUNY ESF Director of Business Affairs.
4. A written report of the work block is required, details are attached.
5. Feedback from the designated Supervisor of the internship will be required. (Form attached)

All Grants will be paid by check to the student-grantee **after completion of the student-grantee's internship or co-op and submission by the student-grantee to SPPF of:** (1) a letter from the student-grantee's internship or co-op supervisor certifying the student-grantee has successfully completed the internship or co-op; (coordinated by PSE 304/PSE306 if enrolled) or by the intern directly to SPPF and (2) the student-grantee's current resume.

***Please note** that the Grant program may be changed per the recommendation of SPPF's Scholarship Committee and SPPF Board of Directors. Awards may vary per semester based on available resources.*

SPPF INTERNSHIP GRANT

Report Requirements SPPF Scholarship Committee

General Information

Industrial internships have been a key part of students' education for decades and help students gain practical knowledge of application of the theoretical course work and to engage with teams and a diverse workforce to solve technical challenges.

The Application for the internship grant must be submitted to SPPF prior to leaving for the work block.

An internship experience is part of the tradition and a requirement of the Paper Engineering major. In 2023, SPPF expanded the Internship grant to all engineering majors at ESF & Syracuse University to attract students with diverse educational backgrounds to an industry which represents sustainable practices and environmental stewardship in all that we do.

A professional report and presentation will be required at the end of the 12-week work experience that will demonstrate your skills in defining the tasks assigned, methods that you employed to conduct the work, and the results achieved. We ask that you consider this practice for your future project reports to management. Take pride in your internship, your work, and expressing yourself.

REPORT Requirements:

Students will develop a report of their internship work experience, 12 weeks, in a pulp, paper or allied industry position as approved by the SPPF application for the internship grant.

Learning Objectives:

After completing this course work block the student should be able to:

1. List examples of how they applied academic knowledge to their internship/co-op experience and define appropriate methods of employing such information in a professional setting.
2. Describe the professional a) organizations, subcontractors, or suppliers, b) processes, c) systems, and d) equipment utilized within the employing company.
3. Define engineering competencies relevant to their professional setting and describe examples of how they demonstrated such competencies during their internship/co-op experience (with additional support from a Supervisor Evaluation to document the demonstration of your competencies);
4. Describe the role and responsibilities of the engineer in an industrial setting related to their internship/co-op experience and their employing company; (with additional support from a Supervisor Evaluation to document the demonstration of your competencies);
5. Provide a critical evaluation of the internship experience in terms of a) their own performance, b) their preparedness for the experience, and c) their professional growth as an engineer.

Learning Outcomes:

The learning outcomes for students by completing requirements for an internship or co-op experience upon returning to campus. An ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics

1. An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
2. An ability to communicate effectively with a range of audiences

3. An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
4. An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
5. An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
6. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies
7. An awareness of hazards and process safety
8. Career preparedness or an ability to work in an industrial or research position in bioprocess/paper engineering allied fields/industry

Learning Outcomes:

- (1) Scientific Reasoning
- (2) Quantitative Reasoning
- (3) Basic Communication Skills
- (4) Technological and Information Literacy
- (5) Values, Ethics and Diverse Perspectives
- (6) Critical Thinking

Completion of the Grant Requirements:

1. **Written report:** The Written Report is a manifestation of the internship/co-op experience in written form. It covers multiple topics, including company information, the logistics of the internship/co-op (e.g., daily tasks, special projects, etc.), and a reflection of the student's experience with the company. Acceptance of the Written Report Rubric, see pages 3 and 4. Additional information is provided below:
 - Use font size 12, double space, and 1" margins.
 - Submit your report in a small (1/2" or 1") three-ring binder.
 - The due date is three weeks into the semester after you completed the internship. This will be submitted to SPPF. If you registered for PSE 304/306 your instructor will provide the exact due date. The same report may be submitted for the grant and the course.
2. **Oral presentation (Optional):** The Oral Presentation is a short, condensed, Powerpoint version of the internship/co-op Written Report. It may be delivered to a group of students pursuing an internship in the future, to learn about the students' experience with the company.
3. The supervisor's evaluation (see page 6) is included as available or not available (not all supervisors reply). **Please ask your supervisor for Feedback using the form attached.**
Feedback is a gift, please accept it as a learning opportunity.

Recommended Activities during the Internship: To qualify for the \$2000 Internship Grant provided by SPPF, there are 4 Items that need to be completed. These are:

1. A log/journal of your day-to-day activities: This can be as brief or in depth as you would like but will serve as a tool to help you keep track of all that you are doing, learning and accomplishing. This will make writing your final report much easier.

2. Bi-Weekly Update Memos: Every 2 weeks we will expect a brief update on how your internship is going. This does not need to be long, but should be written in a professional, business-appropriate format.
3. Supervisor Letter: Upon completion of your internship, you will ask your supervisor for a letter, addressed to the University, giving a brief overview of your time working under them. A short questionnaire is provided to you to give to your supervisor, we ask that you meet with the supervisor for feedback and the form completion.
4. Final Report: This report will be the culmination of your summer experience. It should be thorough. It should discuss the company you worked for, the department you were in, all the projects you were responsible for, and ultimately, what you learned from your internship. Report is due to SPPF 3 weeks into the subsequent enrolled semester.

FINAL WRITTEN REPORT should contain the following :

Final Written Report Section
COVER PAGE
Report title
Date of submission
Student's full name
Student's position title
Name of company
Course number & instructor's name
INTRODUCTION
Overview of your experience
Abstract of your experience
Name and position of your supervisor
Start/end dates of position
Location of facility(ies) worked at
Company information
Company's perspective of safety/describe your training
History of company as a whole
History of company on a local scale (facility)
Headquarters location
Local/national/international status
Products and/or services
JOB DESCRIPTION/EXPERIENCE
Describe your routine/daily tasks with applications of prior academic STEM knowledge
Describe professional...used in/by the company
Organizations, Agencies, Contractors
Processes
Systems
Equipment utilized
Define special projects and narrate your engineering competencies in...an engineering problem
...identifying...
...formulating an experimental/trial to solve...

...conducting an experiment to solve...
...contributing to the overall solution of...
...using your STEM knowledge in the solution of...
...expressing your understanding of ethical, economic, environmental and societal impacts in solving...
JOB REFLECTION
Introduce your reflection with your critical evaluation of your own...
...preparedness for the experience
...performance relative to your supervisor's expectations
...professional growth as an engineer

Final Written Report Section

JOB REFLECTION continued...
Define/describe your role and responsibility as an engineer in...
...using your communication skills
...displaying your professional demeanor
...applying your ethical code of conduct
...applying your prior knowledge and skill sets
...performing daily tasks
...seeking appropriate information when needed (life-long learning)
...applying additional information to complete a task (life-long learning)
...Analyzing/Interpreting data
...working in teams with co-workers
...working within set deadlines
APPENDIX
Clearly labeled figs, diagrams, & formulas used
References/citations
OVERALL
Submission Date (on time?)
Organization
Spelling/Grammar

Syracuse Pulp and Paper Foundation Feedback on Internship performance

Supervisor's Evaluation

Supervisor's name:

Company name:

Contact information (email & phone):

Your position/title:

Name of our student being evaluated:

Please complete the following evaluation based on our student's time working with you and for your company. Although some questions may not be applicable (NA), please respond as much as possible knowing that most of these questions are related to our accreditation program. Place an 'x' corresponding to where you feel our student's abilities are (or performance was) based on your experience with him/her using the guidelines: 1=very little/poorly; 3=proficient; 5=exceptional.

	Rank our student's background level of...	1	2	3	4	5	NA
1.	Applicable knowledge and skill sets.						---
2.	Communication skills.						---
3.	Professional demeanor.						---
4.	Ethical code of conduct.						---
	How well did our student...?	---	---	---	---	---	---
5.	Apply their background knowledge and skill sets?						---
6.	Perform daily tasks (data collection/test methods, etc.)?						---
7.	Seek appropriate information when needed?						---
8.	Apply additional information to complete a task?						---
9.	Analyze/Interpret data?						
10.	Work in teams with co-workers?						
11.	Work within set deadlines?						
	How well did our student perform in...an engineering problem?	---	---	---	---	---	---
12.	...identifying...						
13.	...formulating an experiment/trial to solve...						
14.	...conducting an experiment to solve...						
15.	...contributing to the overall solution of...						
16.	...using their STEM* knowledge in the solution of...						
17.	...expressing their understanding of ethical, economic, environmental and societal impacts in solving...						

*Science, Technology, Engineering, and Math

Please provide additional information/comments regarding your experience with our student such as; their potential to be a successful employee in your company/industry, areas he/she might focus on to improve their chances for success. **Thank you for your willingness to help our students start their career and most of all, thank you for your time investment on their behalf.**