

Natural Resources Management & Environmental Sciences Department NR 339 and NR 539 INTERNSHIP REQUIREMENTS

Requirements and Due Dates:

Internship Approval and Internship Objectives form end of 1st week of Quarter, page 5 of this document.

Mid-term Summary Report end of 5th week of Quarter.

Final Report last day of classes, end of week 10

Intern Evaluation Form (Employer) end of week 10

Internship Approval and Objectives

The intern and their employer will develop the description of Objectitthe internship experience and define objectives for the internship to advance the interns educational and work experiences related to the intern's career and educational goals. Please have this form and objectives signed by the internship supervisor before submission to the Internship Coordinator.

Mid-term Summary Report This reports should be a minimum of 1 page in length, typed (1" margins, 1.5 spacing, Times New Roman 12-point font). If typing the summary report is logistically impossible, or electronic submittal is an issue, please make arrangements with the Internship Coordinator. The reports are to summarize tasks and other experiences toward your internship objectives. Upload to Canvas course page.

Final Report: Your final report should be a minimum of six typed (1.5 spacing) pages. Your report should include, but is not limited to:

1. A summary of all your experiences and skills performed, how these experiences relate to the internship objectives and classes you have had in the past or plan to take in the future.
2. Skills that you would have liked to have acquired, but didn't, in the internship.
3. How your internship has influenced your career goals.
4. Why your internship was valuable to you. If you feel it wasn't a worthwhile experience, why, and what would have made it better.
5. Reports should include an introduction, the body of the paper, summary or conclusion, and references shown where appropriate.
6. All application materials and reports are to be submitted to the Internship Coordinator for that quarter.

Upload to Canvas course page.

Intern Evaluation Form: This is page 6 of this document. The supervisor completes this form and emails it directly to the NRES internship coordinator.

NRES Internship Coordinator: Christopher Surfleet, Professor
Natural Resources Management and Environmental Sciences Dept.
California Polytechnic State University
San Luis Obispo, CA 93407
805-756-2743 csurflee@calpoly.edu

Natural Resources Management & Environmental Sciences Department

ERSC/NR/SS 339 INTERNSHIP INFORMATION

I. What's it all about?

A. Definitions:

1. **Part-time, Internship Program**
An evaluated part time education program of closely supervised work experience in a business, industry, or government facility. The program is designed to acquaint students with actual work situations while the student receives remuneration and/or university credit.
2. **Full-Time, Internship Program**
An evaluated education full-time work experience in a business, industry, or government facility. The program is designed to introduce the student to a particular occupational area during one or more quarters away from classes, and for which the student receives remuneration for University credit.
(Example: Student spends full-time with a business, government, or educational organization).

B. Objectives:

The objective of the NRES internship:

1. Provide educational and work experiences that are directly related to the NRES curriculum and the student's career goals.
2. Develop student awareness of employment demands, responsibilities, and opportunities in the various fields related to Natural Resources Management and Environmental Sciences.
3. Provide career experience while continuing formal education beyond that directly obtainable in a formal classroom setting.
4. Provide an opportunity for the student to apply principles and techniques learned on campus in problem-solving situations and to gain a better understanding of the decision-making and implementation process.

II. Registration:

- **NOTE:** Before a permission number is issued, student must read these guidelines and communicate with the Internship Coordinator.
- All students register for NR 339 or NR 539 through Schedule Builder.

III. The Student's Role

The student agrees to work with the participating agency, company, or business for the period of one quarter unless terminated as per agreement provided in this working agreement. The student agrees to conform to normal hours of the business or alternate schedule as decided by the agency, company or business representative. The student may also be expected to attend a few evening meetings at the request of the business.

The student will advise both the Internship Coordinator and the industrial representative (supervisor) of his address and phone number while at school and while on the internship, and also any changes in the program. The student shall consult with the Internship Coordinator before taking time off during

the internship period if an emergency should develop requiring an extended absence from his assignment.

There may be times when the student will not have a task specifically outlined before him/her. It is the student's responsibility during this period to use his time productively. For example, the student should check with a responsible individual and ask for an opportunity to assist employees in any task in which the student may be familiar or could easily learn.

- A. Am I eligible?
 - 1. NR 339 advised to be EESS (including EES, ESS), ENVM, or FNR majors, preferably with junior or senior standing. NR 539 must be graduate students majoring in MS ESM.
 - 2. Undergraduate students are required to have a 2.0 or better cumulative GPA to qualify for an assignment.
 - 3. The student and the NRES internship program must be acceptable to the sponsor, and the sponsor's participation is required. The proposed internship must be approved by the Internship Coordinator.
- B. Do I receive University Credit and a Grade?
 - 1. The number of units is decided upon by the Internship Coordinator.
 - 2. Grading shall be on a credit/no credit basis.
 - 3. Internship credit units in most concentrations will be applied toward free or restricted electives unless required.
 - 4. Note: The length of time spent on an internship can be variable, from one quarter (including summer quarter) to a full year. Internships over multiple quarters should be preplanned with your advisor and Internship Coordinator.
- C. How do I participate?
 - 1. Verify eligibility according to Section III. A.
 - 2. Consult with Faculty Advisor, Internship Coordinator, or others for information on employment opportunities. Discuss how the units will be counted in your program of study.
 - 3. Obtain an intern or seasonal position with an agency, business, or non-governmental organization.
 - 4. Fill out the Internship Approval Agreement and obtain all signatures.
 - 5. Return the Internship Approval Agreement to the NRES Internship Coordinator.

IV. The Sponsor's Role

The agency/industry supervisor should give the student opportunities to work at different tasks and problems during the internship period in order that the student may acquire skills and become familiar with the various phases of the business and/or one specific phase of the business. The various assignments given to the student should involve the student in areas of responsibility and operations compatible with the agreement of the internship. The industry's representative (supervisor) is requested to counsel with the student at various times during the internship so that the student might have an opportunity to question him about the operations the student is involved in. The agency, company, or business firm agrees to notify the university program advisor relative to any problem or disturbance that may arise during the internship.

The employer of a full-time intern may discontinue the internship at any time on one-week notice with a clear statement of the reason for the termination. If the termination is not due to failure of the intern, where academic credit is part of the internship, the intern may be given one unit of credit for each week of completed and reported internship. If the person directly responsible for supervision of the internship student is absent for any period of time, provisions would be made for substitute supervisory assistance.

The sponsor is requested to...

- A. Provide a detailed job description and expectations to insure meaningful broad-based employment of the student with potential benefit for the employer and the student.
- B. Work with the student to develop objectives for the internship to advance the interns educational and work experiences related to the intern's career and educational goals. The objectives should be signed by the internship supervisor before submission to the Internship Coordinator.
- C. Provide the student opportunities to work at different tasks and problems in order that the student may acquire skills and become familiar with various phases of the agency and/or one specific phase of the agency.
- D. Provide appropriate supervision for the student during the contract period.
- E. Pay compensation for work performed as agreed upon with the student prior to beginning the internship unless the sponsor and student agree before work commences that the position is in the capacity of an official volunteer.
- F. Provide protection by insurance, Worker's Compensation, or other essential protection. The agreement with the employer should include a statement of this responsibility.
- G. Notify the NRES Internship Coordinator immediately of any personnel problem that may arise during the assignment.
- H. Complete and forward the "Intern Evaluation" form at the end of the contract period to the NRES Internship Coordinator. This form is available in this document. The supervisor must send this directly to the Internship Coordinator.

V. NRES Internship Coordinator's Role:

The NRES Internship Coordinator should be available (at least by email) while the student is on the internship program. The Coordinator should be ready to assist and supervise the internship program. The Coordinator will strive to promote harmony and coordination between the supervisor, student, and the University.

The NRES Internship Coordinator will...

- A. Provide direction to the student on the educational content of internship assignment.
- B. Evaluate progress reports and provide assistance to the student or sponsor, if needed.
- C. Administer the academic credit for the internship.
- D. Recommend termination of the internship to the Dean of CAFES, with a written statement of sufficient reason for termination.

Natural Resources Management & Environmental Sciences Department
NR 339 and NR 539 INTERNSHIP APPROVAL and OBJECTIVES AGREEMENT

All NRES students must have proposed internships accepted as noted below, prior to registering for NR 339 or NR 539. Approval of the proposed internship means that the work experience meets the NRES internship requirement. All internships will be administered and supervised by an NRES Internship Advisor for that specified quarter. All procedures and required forms regarding NR 339 and NR 539 internship are clearly reflected on the NRES web page (<http://nres.calpoly.edu/>).

All interns must submit the following:

Requirement:	Due:
Internship Approval and Objectives Agreement	End of 1 st Week of the Quarter
Mid-term Summary	End of 5th Week of the Quarter
Final Report	Last day of classes
Intern Evaluation Form (Employer)	Last day of classes

Student Name: _____

Local Address: _____

Email: _____

Phone #: _____

Check one:

☐ 12 units = 360 hrs/qtr

☐ 4 units = 120 hrs/qtr

(explain if multiple-quarter internship)

☐ 6 units = 180 hrs/qtr

☐ 2 units = 60 hrs/qtr

Beginning Date: _____ Ending date: _____ Quarter: _____

TO BE COMPLETED BY EMPLOYER/SPONSOR WITH INTERN:

Organization or Company Name: _____

Name, Title, Address, Email, Fax #, and Phone # of Immediate Supervisor:

Proposed internship work experience & duties:

Objectives toward advancing the interns career and educational goals (developed by intern and employer)

NOTE: Sponsor/Employer is responsible for compliance with all federal and state labor regulations, including worker safety and insurance.

1. _____

Employer/Sponsor Signature

Date

2. _____

Student Intern

Date

3. _____

NRES Internship Coordinator

Date

Natural Resources Management & Environmental Sciences

Department SUPERVISOR EVALUATION OF INTERN

Intern: _____

Date: _____

Evaluation Period: _____ to _____

Sponsor: _____

Please complete this evaluation on the above named intern and submit to:

 Internship Coordinator/Advisor, NRES Dept., Cal Poly, San Luis Obispo, CA 93407 by _____
 (Last day of classes)

PERFORMANCE RATING SCALE

OUTSTANDING		ABOVE AVERAGE		AVERAGE		NEEDS IMPROVEMENT		
1	2	3	4	5	6	7	8	n/a

	1	2	3	4	5	6	7	8	n/a
1. Organizing Own Work									
2. Completing Assigned Tasks on Time									
3. Initiative									
4. Accuracy of Work									
5. Adaptability									
6. Ability to Get Along with Others - Teamwork									
7. Controlling Follow-up on Projects & Work Flow									
8. Processing Records, Reports & Documents									
9. Communicating with Staff & Superiors									
10. Judgment									
11. Resourcefulness - Originality									
12. Business Development Efforts & Results									
13. Appearance									

Describe the Intern's strengths? _____

Would you want this Intern working for your organization? _____

What would be a good, brief description of this Intern? _____

Signature of Supervisor: _____