



**School of Natural Resources and Environment  
Internship Guidelines  
NRE 598**

**Eligibility**

Student must:

- have completed at least one term of registration as an SNRE graduate student
- have completed at least 9 hours of academic credit toward a master's degree
- be registered as an SNRE graduate student during the term before or following the internship
- have a minimum grade point average of 5.0
- have faculty advisors approval

Student cannot:

- receive academic credit for any previous internship
- receive academic credit for an internship that is related to project, practicum, thesis or dissertation work

**Academic Credit**

Internships may be 1 to 3 hours of credit and only 3 hours of internship course credit may be counted towards the fulfillment of an SNRE master's degree.

**Grading**

A student will be graded on a Satisfactory/Unsatisfactory basis.

**Responsibilities of the Intern**

- Before starting the internship, an intern must contact SNRE's Internship Coordinator. Interns should send an email to the Internship Coordinator with the name of the host organization, location of the internship, host organizations website address, dates of internship, and contact information for the supervisor of the intern at the host organization (address, phone number, and email address). At the completion of the internship, SNRE's Internship Coordinator will ask the supervisor of the internship at the host organization for a review/evaluation of the intern.

**To Receive One Hour of Academic Credit:**

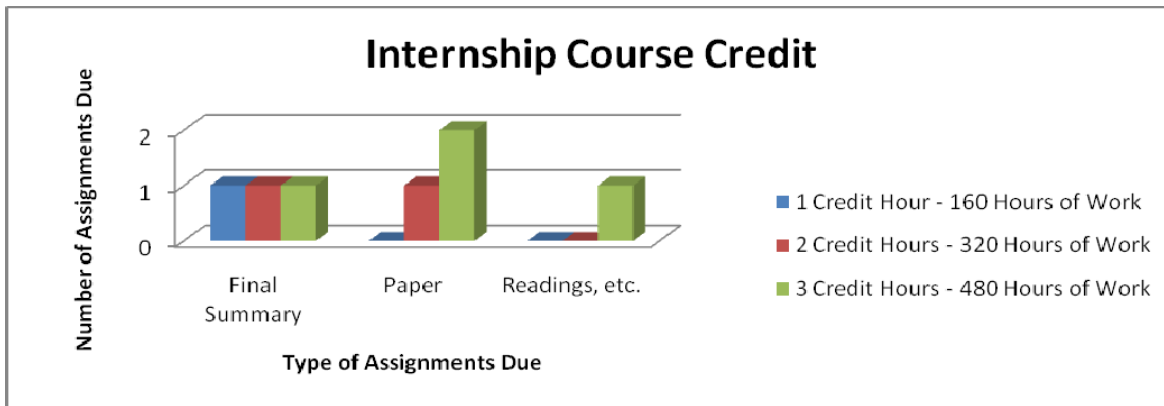
- The internship must involve at least 160 hours of “on the job” work during a period of at least one month (maximum of 8 hours a day).
- The intern will submit to the faculty advisor a Final Summary (paper) of the internship and meet with the advisor to discuss the internship after it has been completed. In this summary, the student will write an evaluation of his/her internship (including skills learned and goals that were reached or why they were not reached). The student must be sure to relate his/her evaluation to specific events of the internship. This Final Summary must be at least three double spaced pages.
- The intern will complete an informational internship survey for the Office of Academic Programs. This summary will then be used to create an informational internship report that will be displayed on the SNRE website.

**To Receive Two Hours of Academic Credit:**

- The internship must involve at least 320 hours of “on the job” work during a period of at least one month (maximum of 8 hours a day).
- The intern will submit a paper, consisting of at least three double spaced pages to the faculty advisor on a topic mutually agreed upon by the intern and faculty advisor.
- The intern will submit to the faculty advisor a Final Summary (paper) of the internship and meet with the advisor to discuss the internship after it has been completed. In this summary, the student will write an evaluation of his/her internship (including skills learned and goals that were reached or why they were not reached). The student must be sure to relate his/her evaluation to specific events of the internship. This Final Summary must be at least three double spaced pages.
- The intern will complete an informational internship survey for the Office of Academic Programs. This summary will then be used to create an informational internship report that will be displayed on the SNRE website.

**To Receive Three Hours of Academic Credit:**

- The internship must involve at least 480 hours of “on the job” work during a period of at least one month (maximum of 8 hours a day).
- The intern will submit two typed papers, each consisting of at least three double spaced pages to the faculty advisor on two topics mutually agreed upon by the intern and faculty advisor.
- One additional piece of work will be required by the faculty advisor (for example: an additional paper, readings, oral report, daily journal, etc.). This will be determined by the faculty advisor.
- The intern will submit to the faculty advisor a Final Summary (paper) of the internship and meet with the advisor to discuss the internship after it has been completed. In this summary, the student will write an evaluation of his/her internship (including skills learned and goals that were reached or why they were not reached). The student must be sure to relate his/her evaluation to specific events of the internship. This Final Summary must be at least three double spaced pages.
- The intern will complete an informational internship survey for the Office of Academic Programs. This summary will then be used to create an informational internship report that will be displayed on the SNRE website.



#### **Responsibilities of the Faculty Advisor:**

- Negotiate with the intern the number of credit hours, required assignments to be completed outside of the internship, etc.
- Take into account any special obligations, publication restrictions, or confidential requirements requested by the host organization.
- Review and evaluate required materials submitted by the intern.
- Submit a grade for the intern Satisfactory/Unsatisfactory.
- The fall term after the student has completed the internship, the faculty advisor will need to send an email to the SNRE Registrar and the SNRE Internship Coordinator to request that the student is registered for internship credit. The email should include: student name, number of credit hours requested, and the name of organization hosting the intern.

#### **Tips for the Student/Faculty Advisor to Discuss with the Supervisor of the Intern at the Host Organization**

- **Effective planning:** The position, project, or other form of assignment should be carefully defined, and all parties should have a clear understanding about what is expected in terms of both productivity and educational growth.
- **Supporting structures:** The supervisor must see that the intern is provided with space, contact with other personnel, materials and supplies, equipment, and basic information on how to accomplish the objectives of the internship.
- **Orientation:** It is important that, from the beginning of the internship the intern understands the objectives of the assignment and of the setting in which s/he is to be placed.
- **Schedule:** The supervisor should communicate his/her expectations with respect to reporting periods, consultations, dates for initial steps to be taken, and likely deadlines for different stages of the job.
- **Guidance and direction:** Through supervisory attention of the intern's progress, standards of performance should be stressed and accomplishment of work measured.
- **Provide clear articulation:** The supervisor should provide clear articulation of any special obligations, publication restrictions, or confidentiality requirements that might affect communication about the internship.
- **Completion and evaluation:** The supervisor should help the intern recognize the necessity of drawing activities to a close as the internship ends. The supervisor should meet with the intern before s/he leaves to evaluate her/his individual progress and contribution to the organization.