Attention Summer Interns—Chris Krohn will be available by email (ckrohn@ucsc.edu) throughout the summer. Office appointments can be scheduled as needed. Please contact internship office to set up a meeting.

Environmental Studies Internship Program
Summer Quarter 2013: Checklist and Due Dates

1. Download Learning Contract from Internship web site, or drop by internship office, ISB 491. All work to be submitted onto your ecommons dropbox.

2. Learning Contract: Complete and turn in a signed learning contract to Chris before you leave campus. This is your contract with the agency and with your advisor. Any questions regarding the learning contract can be answered at the internship office. Prof Andrew Szasz szasz@ucsc.edu will be the faculty sponsor for all summer interns.

3. Enrollment. 1) Your agency, faculty member and internship coordinator all sign your learning contract, 2) intern takes contract to the Summer Session office to enroll. Students should enroll in Summer Session for internship work undertaken in the summer. Please see their web site: summer@ucsc.edu/

Payment for Summer Session
$271 per credit unit
2 units: $542.
5 units: $1,355.
10 units: $2,710.

4. Handbook. Will be sent to you via e-mail.

5. Work 120 - 150 hours for 5 units. (120 hours in the field, 30 hours outside reading and written work.) These hours can be spread out or compacted, given the flexibility and nature of your summer internship. All work must be completed and turned into the Internship Office no later than Friday, August 31st unless other arrangements are made with faculty sponsor. (2-unit internship students work a minimum of 60 hours at their site.)

6. Check-in with faculty sponsor. Communicate regularly by email, phone or in person with your faculty sponsor and with the internship coordinator if faculty is unavailable.

7. Journal. You must keep a reflective journal documenting your work and experience throughout the internship. Your faculty sponsor and the Internship Handbook provide guidelines.

8. Midterm Report. Turn in Midterm Report to your ecommons account halfway through your internship. The midterm report can be downloaded from the ENVS Internship web site. TURN IT IN TO your ecommons account NO LATER THAN JULY 31ST—with requisite signatures.

9. Agency Evaluations. You are required to turn in an evaluation completed by your agency sponsor along with your work (by August 31st).

10. Work Deadline, Friday, August 31st (or earlier if you choose), turn in the following to the Ecommons “dropbox”:
   ___ Analytical Paper (7-10 pages for 5-unit internship, 4-6 pages for a 2-unit internship).
   ___ Project (for upper division credit) Documentation of project. This becomes part of your internship file and cannot be returned.
   ___ Journal.
   ___ Student Evaluation of Agency
   ___ Agency Evaluation Agency sponsor is to submit an evaluation by August 31st

11. Grading. Your faculty sponsor will receive a copy of the agency final evaluation and he will evaluate your work and submit a grade.

If you need to contact Chris Krohn his email is ckrohn@ucsc.edu

Questions? Please stop by 491 ISB, or email us: ckrohn@ucsc.edu, or phone (831) 459-2104