***\*\*\*This checklist outlines the requirements and due dates for ENVS 83,183,184, 183A, and 183B.***

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\_\_\_\_\_ 1. **Learning Contract.** Envs 83, 183, 184, 183A, and 183B Google Forms are DUE **by Jan.14th (Thurs).**

\_\_\_\_\_ 2. **Register.** Obtain “class number” from Chris Krohn, Internship

Director after filling out enrollment form and having it approved by both faculty and agency sponsors; enroll in your internship **on-line at your student portal.**

Intern

Orientation

Check your schedule to insure that you have the correct faculty sponsor and course number.

\_\_\_\_\_ 3. **All first-time interns are required to attend an orientation.**

**Unlike past years when we were not under Covid-19 conditions, this year we will do small- group zoom seminars. Please sign up for an orientation if you are first-time intern. https://docs.google.com/spreadsheets/d/1hHff7TxuVGr9UHjRh\_\_gWM7xCIjgD16N6MWYk1cSlGw/edit#gid=736948344**

\_\_\_\_\_ 4. **Handbook.** You will be e-mailed an *Internship Handbook. Read it before the orientation.*

\_\_\_\_\_ 5. **Work Time: 12hrs**/wk. at the internship per **5 units** of credit, **6hrs**/wk. at the internship for ENVS 184 interns, **2 units** of credit, done over 10wks.

\_\_\_\_\_ 6. **Journal.** You must keep a comprehensive journal documenting your work throughout the internship. This journal can be typed onto the computer, or written into a notebook. Consult with your faculty advisor on what he/she wishes you to include in the journal. See handbook, pp’s 19-25 for details.

Mid-term Meeting

\_\_\_\_ 7. **The** **midterm seminar offer interns a chance to check in about your internship** Unlike in past years, we will have 15 minute 1 on 1 meetings with Chris Krohn and each intern. If your faculty sponsor is Katie Monsen, she will contact you about mid-term meetings. All non-Monsen students will be contacted by our office to sign up for an Zoom midterm meeting during **the week of Feb. 8-12.**

\*\*\*All students enrolled in **ENVS 183B will meet on Zoom Friday, Feb. 12th, 2p-3p.**

\_\_\_\_\_ 8. **Midterm Report.** Complete questions double-spaced and typed. Download Midterm questions at the ENVS web site listed below. Go to menu: click on internship “forms and paperwork,” and then click on midterm report. Turn it in by **Friday, Feb 9th, 5pm.**  Note that **both** agency and faculty sponsors must sign this report. **You must get your TYPED midterm Report signed by both Agency sponsor and Faculty sponsor and then upload it onto Canvas**.

\_\_\_\_\_ 9. **Work Deadline: Friday, March 12th. All work should be submitted onto Canvas unless you make other arrangements with your faculty sponsor.**

Please turn in the following **to the Internship Office:**

\_\_\_\_\_ *Analytical Paper* (7-10 pages for a 5-unit internship, and 4-6 pages, 2-unit internship).

\_\_\_\_\_ *Project.* Documentation of project for upper division 5-unit internships **only (183, 183A, 183B)**. This becomes part of your internship file must be kept on file for three years in office.

\_\_\_\_\_ *Journal*. Can be picked up the following quarter from the internship office, unless other arrangements are made, e.g. submit stamped, self-addressed envelope and we will mail it to you**.**

\_\_\_\_\_ *Student Evaluation of Agency.* (form is on-line, click on internship ”forms and paperwork” and submit it to Canvas). **Friday, March 12th by 5pm**.

\_\_\_\_\_ *Agency Evaluation of Intern.* Written evaluation by your agency sponsor must be submitted by **Friday Dec. 11th by 5p Must be submitted by EMAIL ONLY**.

\_\_\_\_\_10. **Grading.** Your faculty sponsor will review your file when it is complete. An incomplete file after **Friday March 12th can** be the basis for a grade of **NP (no pass) or I (Incomplete)**.