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

\_\_\_\_\_ 1. **Learning Contract:**  Envs 83 183, 183A, and 183B contracts are DUE into the Internship Office **no later than Wednesday, October 9th by 5p. (No late exceptions)**

\_\_\_\_\_ 2. **Register:** Obtain “class number” from Janene Avedisian or Chris Krohn; Internship Coordinators; enroll in your internship **on-line at your student portal in our office. Check your schedule to insure the correct faculty sponsor and course number are there.**

\_\_\_\_\_ 3. **All first-time interns are required to attend an orientation seminar.** Choose only one of the following dates and sign up [HERE.](https://docs.google.com/spreadsheets/d/1WETujQhCr99O0QJRG3uTYb5xAibKRt9mmn1GsNa8b5k/edit#gid=0) Mark it in your calendar:

Orientation

Seminar

* Thursday, October 10th, 1:30p-3p, ISB 455
* Friday October 11th 3p-4:30p, ISB 455
* Monday October 14th, 4p-5:30p, ISB 455
* Wednesday, October 16th, 12noon-1:30p, ISB 455

\_\_\_\_\_ 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 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.

\_\_\_\_\_ 7. **Midterm seminar**—**mandatory:** Sign up for midterm seminar [HERE](https://docs.google.com/spreadsheets/d/1WETujQhCr99O0QJRG3uTYb5xAibKRt9mmn1GsNa8b5k/edit#gid=0). Choose one of the following dates and mark it in your calendar:

Mid-term

Seminar

* Tuesday, November 5th, 11-12:30pm ISB 455
* Wednesday, November 6th, 12-1:30pm ISB 455
* Thursday, November 7th, 9:30-11am ISB 455
* **Senior Interns (ENVS 183B) will meet on November 8th 2:30p-4:30p ISB 455**

\_\_\_\_\_ 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 paperwork, and then click on midterm report. Turn it in by **Tuesday, Nov. 5th by 5pm.**  Note that **both** agency and faculty sponsors must sign this report. **In addition, report must be typed, hardcopy signed, then submitted to the Canvas.**

\_\_\_\_\_ 9. **Work Deadline: Friday, Dec. 6th. All work is to be submitted onto the Canvas.**

Please turn in the following **to the Canvas:**

\_\_\_\_\_ *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. This is essentially collecting data and evaluating this material.

\_\_\_\_\_ *Journal*: Should be submitted to Canvas (If you want to do a hardcopy journal you should get that approved by your faculty sponsor and turn it into internship office on last day of instruction.)

\_\_\_\_\_ *Student Evaluation of Agency:* (form is on-line, click on “Internship Paperwork”).

 This evaluation is due by **Friday, Dec. 6th, 5p**.

\_\_\_\_\_10. **Grading:** The internship office will forward your file to your faculty sponsor who will access your final work through the Canvas. An incomplete file after **Friday, Dec. 6th** can be the basis for a grade of **NP or I**. Please note that 2-unit internships are exempt from the letter grade option