***\*\*\*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 Tues. Jan.18th.**

\_\_\_\_\_ 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 with the course number sent to you.**

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

Intern

Orientation

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

**This quarter we will offer in-person, outdoor and socially-distanced meetings for all first-time interns. Please sign up for** [**an orientation here**](https://docs.google.com/spreadsheets/d/1MXsfTCK-exFT6UAwYKv6txy26-S3RgEIK_K-eDtfBAo/edit?usp=sharing) **if you are first-time.**

\_\_\_\_\_ 4. **Handbook.** You will be e-mailed an *Internship Handbook. Read it before the orientation. It is also available* [*on-line here*](https://envs.ucsc.edu/internships/envs-intern-handbook-2021-22-.pdf)*.*

\_\_\_\_\_ 5. **Time at Internship: 12hrs**/wk. at the internship per **5 units** of credit, **6hrs**/wk. at the internship for ENVS 184 interns, **2 units** of credit, all done over 10wks totaling 120 hours/60 hours.

\_\_\_\_\_ 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/they wishes you to include in the journal. [See handbook, pp’s 17-19](https://envs.ucsc.edu/internships/envs-intern-handbook-2021-22-.pdf) for details.

Mid-term Meeting

\_\_\_\_ 7. **The** **midterm seminar is an opportunity for interns 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 a Zoom midterm meeting during **the week of Feb. 4-11.**

\_\_\_\_\_ 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 **Monday, Feb 14th, 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 11th. 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*. The journal is uploaded onto Canvas unless you arrange with your faculty sponsor to turn in a hardcopy one.

\_\_\_\_\_ *Student Evaluation of Agency.* (form is on-line, click on internship ”forms and paperwork” and submit it to Canvas). **Friday, March 11th by 5pm**.

\_\_\_\_\_ *Agency Evaluation of Intern.* Written evaluation by your agency sponsor must be submitted by **Friday March 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 11th can** be the basis for an **NP (no pass), or I (Incomplete), grade**.