2-Unit Interns

ENVS INTERNSHIP PROGRAM

Spring 2016

Internship Syllabus-Checklist

Winter 2014 ALSO--SEE OTHER SIDE

***This checklist outlines the requirements and due dates for ENVS 184.

1. Learning Contract: Envs 184 contracts are due by April 8th, 5p.

2. Register: Obtain "class number" from Chris Krohn, Internship Coordinator; enroll in your internship on-line at your student portal. Check your schedule to insure the correct faculty sponsor and course number.

3. All first-time interns are required to attend an orientation seminar. Choose only one of the following dates and mark it in your calendar:

   I) Tues. April 5th 10-noon, ISB 413
   II) Wed. April 6th 10-noon, ISB 455
   III) Friday, April 8th 2-4p, ISB 455
   IV) Friday, April 15th 2-4p, ISB 221


5. Work Time: 6hrs/wk in the field at the internship for 2 units of credit, (done over 10wks, total: 60 field 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 wishes you to include in the journal. See handbook, pp's 19-25 for details.

7. You are required to attend the midterm seminar. Sign up for midterm seminar date in Internship office. Choose one of the following dates and mark it in your calendar:

   ATTENTION 2-UNIT INTERNS:
   ALL 2-UNIT INTERNS MUST SIGN UP FOR A MID-TERM SEMINAR
   Please go to your E-commons page. Click on the "ENVS mid-quarter" Then click on "wiki" to sign up for one during the week of May 2nd to May 6th.

Questions?

Stop by Room 491, Interdisciplinary Science Building
and talk to Chris Krohn, Internship Coordinator, or go to
ENVS Web Site: http://envs.ucsc.edu/internships/
ckrohn@ucsc.edu, or phone 459-2104.
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 responsibilities, and then click on midterm report. Turn it in by **Friday, May 6th, 5p.** Note that both agency and faculty sponsors must sign this report. In addition, **report must be typed, hardcopy signed, submit onto Ecommons.**

9. **Work Deadline: Friday, June 3rd.** All work submitted onto Ecommons.

Please turn in the following to your Ecommons page:

- **Analytical Paper** (4-6 pages for a 2-unit internship).

- **Journal.** Upload to ecommons. You can do a hardcopy journal with faculty approval. The hardcopy is to be submitted to internship office by Mar. 11th deadline and can be picked up the following quarter from the internship office.

- **Student Evaluation of Agency.** (form is on-line, click on "internship responsibilities").

10. **Grading.** The internship office will forward your file to your faculty sponsor. An incomplete file after **Friday, June 3rd** can be the basis for a grade of NP or I. Please note that two-unit internships are exempt from the letter grade option; grading is P/NP/I only. In addition, **INCOMPLETES are NOT automatic; your faculty sponsor must approve it.**

**Questions?**

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