**Environmental Studies, UC Santa Cruz**

**Spring 2016**

**ENVS INTERNSHIP PROGRAM**

**Internship Syllabus-Checklist** Spring 2016 ALSO--SEE OTHER SIDE

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***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 Wed., April 6th by 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 ensure 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:

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<td>I) Tues. April 5th 10-noon, ISB 413</td>
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<td>II) Wed. April 6th 10-noon, ISB 455</td>
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<td>II) Friday, April 8th 2-4p, ISB 455</td>
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<td>III) Friday, April 15th 2-4p, ISB 221</td>
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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. **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:

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<tr>
<td>I. Tues. May 3rd, 10-noon, ISB 413</td>
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<td>II. Wed. May 4th, 10a-noon, ISB 455</td>
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<td>III. Friday, May 6th, ISB 221, 2-4p</td>
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THESE ABOVE DATES ARE ONLY FOR 5-UNIT INTERNS

***SENIOR INTERNS (ONLY ENVS 183B) will meet on Friday, April 29th, 2-4p in ISB 455***

-----------Graduation Ceremony at UCSC Farm, June 10th, 10am---------

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**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 website 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 dropbox.

9. Work Deadline: Friday, June 3rd. All work submitted on Ecommons dropbox.

Please turn in the following to the ecommons dropbox:

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. Should be submitted to ecommons drop box. (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 online, click on “internship responsibilities”). Friday, June 3rd, 5p.

10. Grading. The internship office will forward your file to your faculty sponsor who will access your final work through the ecommons dropbox. An incomplete file after Friday, June 3rd can be the basis for a grade of NP or I. Please note that internships are exempt from the letter grade option, unless you are enrolled in 183A or 183B; grading is P/NP/I only. In addition, INCOMPLETEs are NOT automatic; your faculty sponsor must approve it.

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.