It is important to respect the time constraints of faculty and staff. When choosing a faculty member to sponsor your internship please take note of their office hours schedule and make sure it does not conflict with your own class and work schedules as it is difficult for all parties to meet outside of the already established office hours. When introducing your internship idea to a potential faculty sponsor, either in person or via email, please be sure to indicate the type of internship (lower division, upper division, senior exit) and the number of units! This crucial information will allow your sponsor to assess your needs and get back to you with a decision.
1. RESPONSIBILITIES OF AGENCY TO STUDENT: Supervision of intern, written evaluation and _____________

2. RESPONSIBILITIES OF STUDENT TO AGENCY (describe your role within the agency. List tasks to be performed during the internship, work schedule, specific outcomes, and final product if any).

3. Required readings for agency: [ ] yes  [ ] no  
   a) 
   b)

4. Meetings with agency sponsor are required at least weekly:
   [ ] specific time/day: __________________________  [ ] as needed — explain: __________________________

FACULTY AGREEMENT

1. Meetings with faculty sponsor will be required:
   [ ] student will meet with me ________ this quarter (minimum twice for a 2-unit internship and 3-4 meetings for a 5-unit internship.)

2. Journal (to be submitted only to faculty via Internship Office at end of quarter.)
   Style of journal __________________________

3. Required Readings:  (Annotations?  [ ] yes  [ ] no)  
   a.  
   b. Read the Internship Handbook, it will be emailed to you.

Final Work to be Submitted: Journal, Paper and Project Documentation:

Work to be submitted by 2-unit ENVS 184 intern: a) 60 field hours, b) maintain a journal, c) 4-6 page final paper which details and reflects back upon the entire internship process, and d) submit supervisor-signed time record.

Work to be submitted by a 5-unit, ENVS 83, lower division intern: a) 120 field hours, b) maintain a field journal, c) 8-10 page final paper which details and reflects back upon the entire internship process and d) meet with faculty sponsor at least 3 times during the quarter.

Work to be submitted by a 5-unit, ENVS 183 upper division intern: a) 120 field hours, b) maintain a field journal, c) 8-10 page final paper which details and reflects back upon the entire internship process, and d) meet with faculty sponsor at least 3 times during the quarter and e) to be eligible for upper division credit the student must complete a project, something original with a research component and a proposal for project must be submitted by the mid-term meeting with faculty sponsor. Not as large in scope as the senior project, and something workable within the 10-week quarter. Must have concurrent or prior enrollment in ENVS 100.

Work to be submitted by a 5-unit, ENVS 183A, upper division senior intern: a) 120 field hours, b) maintain a field journal, c) 5-page rough draft of analytical-reflection paper which details and reflects back upon the entire internship process, d) meet with faculty sponsor at least 3 times during the quarter and e) a minimum 3-page project proposal and timeline for finishing internship with learning contract.

Work to be submitted by a 5-unit, ENVS 183B, upper division intern: a) 120 field hours, b) maintain a field journal, c) 10-page final analytical-reflection paper which details and reflects back upon the entire internship process—expanded from previous quarter, d) meet with faculty sponsor at least 4 times during the quarter and 5) a successfully completed project involves research and analysis. A 5-unit project requires commensurate work as an upper division course. Details on a senior exit project are available at: http://envs.ucsc.edu/internships/interndocuments.html. The project is to be worked out with faculty and agency sponsors.

Signed: __________________________  __________________________
Student  Date  Agency Sponsor  Date

Signed: __________________________  __________________________
Faculty Sponsor  Date  ENVS Internship Coordinator  Date

Environmental Studies Internship Program, 491 Interdisciplinary Sciences Building, University of California, Santa Cruz, CA 95064
Chris Krohn, Internship Coordinator  Phone: (831) 459-2104  fax: (831) 459-4015  ckrohn@ucsc.edu