ENVIROMENTAL STUDIES INTERNSHIP PROGRAM
LEARNING CONTRACT

This learning contract is meant to clarify the intern's learning objectives and to specify expectations and requirements between the intern, agency sponsor, and faculty sponsor. Academic credit is awarded for documented learning that takes place during the internship and leads to the development of new concepts and insights. Careful planning, reflection during the internship, and critical analysis at its completion will help maximize the learning potential of this experience.

VERY IMPORTANT—MY CRUZ GOLD I.D. IS __________________________

Name of Student __________________________ Name of Agency __________________________

***Days and Times you will be at Internship:_________________________

Address __________________________________________________________

City________________________ State______Zip________________________

Telephone __________________________ Email __________________________________

Agency Sponsor _________________________________________

Student ID No. ________________________________________ Email __________________________________

Major _________________________ FR / SO / JR / SR Faculty Sponsor __________________________

1. I agree to keep a record of my hours on a form that will be submitted with final work.
2. I agree to check my email address weekly as a required part of this internship.
3. I further agree to meet with my faculty sponsor (a minimum of 2 times for 2-unit internship)
4. If my picture is taken at my internship site I agree to its exclusive use by the internship office for promotional purposes only.
5. I understand that timely eCommons submission of all materials is a requirement for passing the class, and that I will not pass unless ALL my materials are submitted by the required deadlines.

***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 schedule 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.

GIVE A BRIEF DESCRIPTION OF THE AGENCY FOR WHICH YOU WILL BE WORKING:

________________________________________________________________________________

WHY DO YOU WANT TO DO THIS INTERNSHIP? WHAT ARE YOUR LEARNING GOALS? (Mention academic concepts and principles to be tested, specific skills and competencies to be learned, connections to studies and/or career.)

________________________________________________________________________________

________________________________________________________________________________
HOW ARE YOU PREPARED TO DO THIS INTERNSHIP?

Relevant coursework you have taken: ____________________________

Relevant skills and experience: ____________________________

AGENCY AGREEMENT

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.

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.

Final Paper and Internship Journal
   a. Analytical paper about the internship experience (skills and theory learned, connections to coursework, Intellectual and personal growth), and internship journal to be submitted only to faculty via Internship Office at end of quarter.

   Signed:
   [Student] ____________ [Date] [Agency Sponsor] ____________ [Date]

   [Faculty Sponsor] ____________ [Date] [ENVS Internship Coordinator] ____________ [Date]

   Faculty Sponsor Please PRINT name below:

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