**5 Unit Contract** Quarter & year ____________ SUBJECT & # ____________ No. Of units 5 CLASS# ____________

All work must be uploaded to your eCommons dropbox

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<thead>
<tr>
<th>Name of Student________________________</th>
<th>Name of Agency________________________</th>
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<tr>
<td>Telephone ____________________________</td>
<td>AGENCY SPONSOR________________________</td>
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<td>UCSC Email____________________________</td>
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<td>Student ID No._________________________</td>
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<tr>
<td>Major________________________ FR / SO / JR / SR/ Other</td>
<td>FACULTY SPONSOR_______________________</td>
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<tr>
<td>Concentration (Only if Single ENVS)________________</td>
<td>Internship Category (circle best fit)</td>
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<td>College Affiliation____________________</td>
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<td>Research ____________________________</td>
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<td>Other _______________________________</td>
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*PLEASE WRITE LEGIBLY*

___ I agree to keep a record of my hours on a form that will be submitted with final work.
___ I agree to check my email address weekly as a required part of this internship.
___ I agree to read the Internship Syllabus/Checklist and submit all work on due dates.
___ I further agree to meet with my faculty sponsor (a minimum of 2 times for 2-unit internship)
___ If my picture is taken at my internship site I agree to its exclusive use by the internship office for promotional purposes only.
___ 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.
___ I Understand that my midterm report is to be signed by agency and faculty THEN uploaded onto ecommons.

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) _____________________________________________________________________________.

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 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, 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.

Signed:                      Signed:

Student                             Agency Sponsor
Date                                 Date

Signed:                      Signed:

Faculty Sponsor               ENVS Internship Coordinator
Date                                Date