Attention Summer Interns—Chris Krohn will be available by email (ckrohn@ucsc.edu) throughout the summer. Office appointments can be scheduled as needed. Please contact internship office to set up a meeting. LAST DAY TO REGISTER FOR SUMMER CREDIT IS: JULY 31ST

Environmental Studies Internship Program

Summer Quarter 2015: Checklist and Due Dates PLEASE READ CAREFULLY!

1. Pick up Learning Contract at internship office, ISB 491

2. Learning Contract: Complete and turn in a signed learning contract to Chris before you leave campus. This is your contract with the agency and with your advisor. Any questions regarding the learning contract can be answered at the internship office. Prof. Jeff Bury, jbury@ucsc.edu will be the faculty sponsor for all summer interns.

3. Enrollment. 1) Get a learning contract, 2) Your agency, faculty member and internship coordinator all sign it in that order, 3) Intern takes contract to the Summer Session office to enroll. Students should enroll in Summer Session for internship work undertaken in the summer. Please see their web site:

   summer@ucsc.edu/

   Payment for Summer Session
   $271 per credit unit
   2 units: $542.
   5 units: $1,355.
   10 units: $2,710
   15 units: $4,065 (**minus $500 for 15 units
   so it becomes $3,565. see: http://summer.ucsc.edu/fees/index.htm)

   Summer Session Office:
   140 Hahn Student Services, (831) 459-5373
   summer@ucsc.edu
   Internship must be completed between 6/23 to 8/29
   **Final day to add on internship: July 31st,
   **Final day to DROP internship: Aug. 3rd

4. Handbook. Will be sent to you via e-mail.

5. Work 120 – 150 hours for 5 units. (120 required hours in the field. Count on another 30 hours outside reading and written work.) These hours can be spread out or compacted, given the flexibility and nature of your summer internship. All work must be completed and turned into the Internship Office no later than Friday, August 28th unless other arrangements are made with faculty sponsor. (2-unit internship students work a minimum of 60 hours at their site.)

6. Check-in with faculty sponsor. Communicate regularly by email, phone or in person with your faculty sponsor and with the internship coordinator if faculty is unavailable. jbury@ucsc.edu and ckrohn@ucsc.edu

***Note: Very important to check-in with faculty member Jeff Bury throughout summer, jbury@ucsc.edu

7. Journal. You must keep a reflective journal documenting your work and experience throughout the internship. Your faculty sponsor and the Internship Handbook provide guidelines.

8. Midterm Report. Turn in Midterm Report to internship coordinator halfway through your internship. This form will be emailed to you and signed by your faculty and your agency sponsors. Please submit midterm report to Ecommons site NO LATER THAN JULY 31ST.

9. Agency Evaluations. You are required to turn in an evaluation completed by your agency sponsor along with your work (by August 28th).

10. Work Deadline. Monday, August 28th (or earlier if you choose), turn in the following to Ecommons site:
   _______ Analytical Paper (7-10 pages for 5-unit internship, 4-6 pages for a 2-unit internship).
   _______ Project. (For upper division credit) Documentation of project. This becomes part of your internship file and cannot be returned.
   _______ Journal. Pick up your journal in ISB 491 during Sept. following your internship.
   _______ Student Evaluation of Agency
   _______ Agency Evaluation Agency sponsor is to submit an evaluation by August 28th.

Questions? contact Chris Krohn his email is ckrohn@ucsc.edu.

Questions? Please stop by 491 ISB, or email us: ckrohn@ucsc.edu, or phone (831) 459-2104