Attention Summer Interns---Chris Krohn will be available by email (ekrohn@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 29th

Environmental Studies Internship Program

Summer Quarter 2016: 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 Krohn by Friday June 10th or, 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. Erika Zavaleta, zavaleta@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/

4. **Payment for Summer Session**
$271 per credit unit, Interns do not pay campus fees
2 units: $544 without the Campus Fee.
5 units: $1,360.
10 units: $2,720.
15 units: $3,400

see: http://summer.ucsc.edu/fees/

5. **Handbook:** Will be sent to you via e-mail.

6. **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 26th unless other arrangements are made with faculty sponsor. (2-unit internship students work a minimum of 60 hours at their site. You can only enroll in 5-unit and 2-unit internships.)

7. **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 Chris Krohn ekrohn@ucsc.edu

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 after you have completed ½ the number of required hours.

9. **Agency Evaluations:** You are required to turn in an evaluation completed by your agency sponsor along with your work (by August 26th).

10. **Work Deadline,** Friday, August 26th (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 26th

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

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