***\*\*\*This checklist outlines the requirements and due dates for ENVS 83,183,183A, and 183B.***

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\_\_\_\_\_ 1. **Learning Contract.** Envs 83, 183, 183A, and 183B Google Forms are DUE into the Internship Office **by JAN 16th (Thursday).**

\_\_\_\_\_ 2. **Register.** Obtain “class number” from Janene Avedisian or Chris Krohn, Internship

 co-coordinators; enroll in your internship **on-line at your student portal.**

 Check your schedule to insure the correct faculty sponsor and course number.

\_\_\_\_\_ 3. **All first-time interns are required to attend an orientation seminar. Choose only one of the following dates and mark it in your calendar:**

Orientation

Seminars

1. Friday, Jan. 17th, 9:30-11a, ISB 455
2. Thursday, Jan. 23rd 130-3p, ISB 413
3. Friday, Jan. 24th, 240p-4p, ISB 221

\_\_\_\_\_ 4. **Handbook.** You will be e-mailed an *Internship Handbook. Read it before the orientation.*

\_\_\_\_\_ 5. **Work Time: 12hrs**/wk. at the internship per 5 units of credit, 6hrs/wk. at the internship for

 2 units of credit, done over 10wks.

\_\_\_\_\_ 6. **Journal.** You must keep a comprehensive journal documenting your work throughout the internship. This journal can be typed onto the computer, or written into a notebook. Consult with your faculty advisor on what he/she wishes you to include in the journal. See handbook, pp’s 19-25 for details.

\_\_\_\_\_ 7. **You are required** **to attend the** **midterm seminar**. Sign up for midterm seminar date on your Canvas account, “Internship Winter 2020.”

Mid-term

Seminar

 **Choose one of the following dates and mark it in your calendar**:

1. Mon. Feb. 10th, 12-130p, ISB 455
2. Thurs. Feb 13th, 12-130p ISB 413
3. Friday Feb. 14th, 3-4:30p ISB 221

\*\*\*All **SENIOR INTERNS (ONLY** **ENVS 183B) will meet on Monday, Feb.3rd 11:30-1:15p ISB 455.**

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\_\_\_\_\_ 8. **Midterm Report.** Complete questions double-spaced and typed. Download Midterm questions at the ENVS web site listed below. Go to menu: click on internship “forms and paperwork,” and then click on midterm report. Turn it in by **Friday, Feb. 7th, 5pm.**  Note that **both** agency and faculty sponsors must sign this report. **In addition, report must be typed, hardcopy signed, submit onto Canvas**.

\_\_\_\_\_ 9. **Work Deadline: Friday, March 13th. All work should be submitted onto Canvas.**

Please turn in the following **to the Internship Office:**

\_\_\_\_\_ *Analytical Paper* (7-10 pages for a 5-unit internship, and 4-6 pages, 2-unit internship).

\_\_\_\_\_ *Project.* Documentation of project for upper division 5-unit internships **only (183, 183A, 183B)**. This becomes part of your internship file must be kept on file for three years in office.

\_\_\_\_\_ *Journal*. Can be picked up the following quarter from the internship office, unless other arrangements are made, e.g. submit stamped, self-addressed envelope and we will mail it to you**.**

\_\_\_\_\_ *Student Evaluation of Agency.* (form is on-line, click on internship ”forms and paperwork” and submit it to Canvas). **Friday, March 13th by 5pm**.

\_\_\_\_\_ *Agency Evaluation of Intern.* Written evaluation by your agency sponsor must be submitted by **Friday March 13th by 5p Must be submitted by EMAIL ONLY**.

\_\_\_\_\_10. **Grading.** Your faculty sponsor will review your file when it is complete. An incomplete file after **Friday March 13th can** be the basis for a grade of **NP or I**. Please note that internships are exempt from the letter grade option, unless you are enrolled in 183A or 183B; grading is P/NP/I only. In addition, **INCOMPLETES** are NOT automatic, your faculty sponsor must approve it.