***\*\*\*This checklist outlines the requirements and due dates for Katie Monsen ENVS 184***

\_\_\_\_\_ 1. **Learning Contract:**  ENVS 184 GoogleForms are DUE into the Internship Office **no later than Monday, Thursday, Jan. 16th by 5p.**

\_\_\_\_\_ 2. **Register:** Obtain “class number” from Chris Krohn or Janene Avedisian, Internship Coordinators; enroll in your internship on-line through your student portal. Check your schedule to ensure the correct faculty sponsor and course number is listed.

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

Orientation

Seminar

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

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

\_\_\_\_\_ 5. **Work Time:** 6hrs/wk at the internship per 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. **Midterm seminar (Mandatory):** Sign up for midterm seminar with Katie Monsen.

Mid-term

Seminar

 See Katie Monsen—she will contact you about the midterm seminar

kmonsen@ucsc.edu

\_\_\_\_\_ 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 by 5p.**  Note that **both** agency and faculty sponsors must sign this report. **In addition, report must be typed, hardcopy signed, then submit to Canvas.**

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

**Please turn in the following to Canvas**

**\_\_\_\_\_ *Analytical Paper:*** (4-6 pages for a 2-unit internship).

**\_\_\_\_\_ *Journal*:** Should be submitted to Canvas. (If you want to do a hardcopy journal you should get that approved by your faculty sponsor and turn it into internship office on last day of instruction.)

**\_\_\_\_\_** ***Student Evaluation of Agency:*** (form is on-line, click on “forms and paperwork”).

 This evaluation is due by **Friday, March 13th, 5p**.

\_\_\_\_\_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