***\*\*\*This checklist outlines the requirements and due dates for:***

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***ENVS 083, 084, 183, 183A, and 183B.***

\_\_\_\_\_ 1. **Learning Contract.** Envs 083, 084, 183, 183A, and 183B Google Forms are DUE **by Friday, April 14th.**

\_\_\_\_\_ 2. **Register.** Obtain “class number” from Chris Krohn, Internship Director, after filling out Google spreadsheet [enrollment form](https://docs.google.com/forms/d/e/1FAIpQLSemG1719XmCmn5LSEm9IMyOaJnNfzcQwVS1jLJDW4Sxz59j6g/viewform) and having it approved by both faculty and agency sponsors; enroll in your internship **on-line at your student portal with the course number sent to you.**

 Check your class schedule Portal to insure that you have the correct faculty sponsor and course number.

Intern

Orientation

\_\_\_\_\_ 3. **All first-time interns are required to attend an orientation.**

 **This quarter we will offer in-person, outdoor, and socially-distanced meetings for all first-time interns. Please sign up for an** [**orientation HERE**](https://docs.google.com/spreadsheets/d/1gk-3orG97NQzHJgPFMCdiW-4hir3uxJbyrd6Q7A_aU4/edit?usp=sharing) **if you are first-time.**

\_\_\_\_\_ 4. **Handbook.** The Internship Handbook [is *available on-line.*](https://envs.ucsc.edu/internships/handibook-final2022-2023.pdf)

 Also, take a look at [Frequently Asked Questions](https://envs.ucsc.edu/internships/frequently-asked-questions.html)

\_\_\_\_\_ 5. **Time at Internship: 12hrs**/wk. at the internship per **5 units** of credit, **6hrs**/wk. at the internship for ENVS 084 interns, **2 units** of credit, all done over 10wks totaling 120 hours/60 hours.

\_\_\_\_\_ 6. **Journal.** You must keep a comprehensive journal documenting your work throughout the internship, 250 words per week for 2-unit interns and 500 words per week for 5-unit interns. This journal can be typed onto the computer, or written into a notebook. Consult with your faculty advisor on what he/she/they wishes you to include in the journal. [See handbook, pp’s 17-19](https://envs.ucsc.edu/internships/envs-intern-handbook-2021-22-.pdf) for details.

Mid-term Seminar

\_\_\_\_ 7. [**Please sign up HERE for the** **midterm seminar. It is an opportunity for interns to check in about their internship**](https://docs.google.com/spreadsheets/d/1NUNR2kR6fuPNRlTxgtuW0suC4ZvCxNYyI-elSttQaSM/edit?usp=sharing)

\_\_\_\_\_ 8. **Midterm Report.** Complete questions double-spaced and typed. Download Midterm questions [HERE.](https://envs.ucsc.edu/internships/intern-paperwork.html) Go to menu: click on internship “forms and paperwork,” and then click on midterm report. Turn it in by **Friday, May 12th by 5pm.**  Note that **both** agency and faculty sponsors must sign this report. **You must get your TYPED midterm Report signed by both Agency sponsor and Faculty sponsor and then upload it onto Canvas**. All 2-unit interns must turn in a [TIME SHEET](https://envs.ucsc.edu/internships/microsoft-word--evaluations.pdf).

[Faculty Office Hours Schedule for Spring 202](https://envs.ucsc.edu/faculty/office-hours.html)3

\_\_\_\_\_ 9. **Work Deadline: Friday, June 9th. All work should be submitted onto** [**Canvas**](https://its.ucsc.edu/canvas/canvas-student.html) **unless you make other arrangements with your faculty sponsor.**

\_\_\_\_\_10. **Grading.** Your faculty sponsor will review your file when it is complete. An incomplete file after **Friday, June 9th can** be the basis for an **NP (no pass), or I (Incomplete), grade**.

Important Information

PLEASE NOTE:

**Field work (minimum of 54 hours for 2-unit interns):** The specific work varies by the internship, but you need a minimum of 54 hours of work specifically for your host agency. The hours should be kept track of with a timesheet, which is signed at mid-quarter and at the end of the quarter by your agency sponsor. Generally, internships should not require more than 60 field hours from their interns.

Additional hours of your internship may be readings or videos to make up missed days (e.g., due to inclement weather, holidays, or illness), unless you have an internship that is based on readings (e.g., textual analysis for a policy internship or the reading Life Lab interns do as they learn about teaching). These make-up hours need to be cleared with your agency sponsor. Additional hours may also include the work you do for the academic part of your internship, e.g., attending the orientations or midquarter meetings or writing your journals or final paper.

**Journals (250 words per week for 2 unit interns, 500 words per week for 5-unit interns):** Each week you will keep track of your work through journaling. The journals may be handwritten or typed, may include pictures or drawings, and may be done by the day or weekly. Journaling helps you remember the specifics of the work you have done, as well as the people with whom you’ve interacted, the progress you are making towards your own learning objectives, and any challenges or achievements along the way.

**Final paper (1250 words minimum for 2-unit interns, and 2500 words for 5-unit interns):** The final paper is a critical reflection on what you have experienced through your internship this quarter. The format is open, though the internship handbook has many suggestions and your faculty sponsor can also provide ideas for what you can write about if needed.

Please turn in the following **your Canvas Account:**

\_\_\_\_\_ *Final Paper* Also, please consult the [ENVS 100 Style Guide](https://docs.google.com/document/d/1PjH_CVRuXiR4qIzquBV-SlNO4AVQzwK5quMMtGXEDxk/edit).

\_\_\_\_\_ *Project.* Documentation of project for upper division 5-unit internships **only (183, 183A, 183B)**.

\_\_\_\_\_ *Journal*. The journal is uploaded onto Canvas unless you arrange with your faculty sponsor to turn in a hardcopy one.

\_\_\_\_\_ *Student Evaluation of Agency.* (form is on-line, click on internship ”forms and paperwork” and submit it to Canvas). **Friday, June 9th by 5pm**.

\_\_\_\_\_ *Agency Evaluation of Intern.* Written evaluation by your agency sponsor must be submitted by **Friday June 9th by 5p Must be submitted by EMAIL ONLY by your agency supervisor**.

For all paper writing, please consult the [ENVS 100 Style Guide](https://docs.google.com/document/d/1PjH_CVRuXiR4qIzquBV-SlNO4AVQzwK5quMMtGXEDxk/edit)