

Explanation of NR 339 Internship Requirements

Requirement:

Internship Approval Form
Summary Report #1
Summary Report #2
Final Report
Intern Evaluation Form (Employer)

Due:

2 weeks before Quarter begins
4th Monday of the Quarter
8th Monday of the Quarter
Last day of classes
Last day of classes

Summary Reports: These reports are to be no longer than 1 page in length, typed (1.5 spacing). If typing the summary reports is logistically impossible, or electronic submittal is an issue, please make arrangements with the Internship Coordinator. The reports are to summarize tasks and other experiences you have had since the previous report. **Please include your name and Report-# in header of the report.**

You will submit your summary and final reports via email, or if directed to do so, via the digital dropbox tool on the Blackboard webpage that will be created for this course (see <https://my.calpoly.edu/cas/login> for NR 339 after the quarter has begun). **Save electronic reports per the following format: "Report#_YourLastnameFirstname"**. Further, title all submissions in the same format.

For example, "Jane Doe" would submit the following reports:

- Report1_DoeJane
- Report2_DoeJane
- ReportFinal_DoeJane

Final Report: Your final report should include, but is not limited to:

1. A summary of all your experiences, how these experiences relate to classes you have had in the past or plan to take in the future.
2. How your internship has influenced your career goals.
3. Why your internship was valuable to you. If you feel it wasn't a worthwhile experience, why, and what would have made it better.
4. Reports should include an introduction, the body of the paper, and a summary or conclusion.

What if I have questions?

Contact:

Internship Coordinator
Natural Resources Management Department
California Polytechnic State University
San Luis Obispo, CA 93407
(805) 756-2702

Ms. Ellen Calcagno, NRM Dept. Administrative Coordinator
W: (805) 756-6390; Fax: (805) 756-1402

NRM Internship Information
Natural Resources Management Department

I. What's it all about?

A. Definitions:

1. Part-time, Internship Program
An evaluated education program of closely supervised work experience in a nearby (commuting distance) business, industry, or government facility. The program is designed to acquaint students with actual work situations while the student receives remuneration and/or university credit.
2. Full Time, Internship Program
An evaluated education work experience of full-time nature in a business, industry, or government facility. The program is designed to introduce the student to a particular occupational area during one or more quarters away from classes, and for which the student receives remuneration for University credit. (Example: Student spends full time with a business, government, or educational organization).

B. Objectives:

The objective of the internship:

1. Provide educational and work experiences which are directly related to the NRM curriculum and the student's career goals.
2. Develop student understanding of employment demands, responsibilities, and opportunities.
3. Provide career experience while continuing formal education.
4. Provide an opportunity for the student to apply principles and techniques learned on campus in problem-solving situations and to gain a better understanding of the decision-making and implementation process.

II. Students register for NR 339 through PASS.

- All Swanton internships are administered by Dr. Brian Dietterick, Director of Swanton Pacific Ranch. Contact him directly at bdietter@calpoly.edu.

III. The Student's Role

A. Am I eligible?

1. Advised to be an FNR or ENVM major preferably with junior or senior standing.
2. Undergraduate students are required to have a 2.0 or better cumulative GPA to qualify for an assignment.
3. Required to have an acceptable concentration contract completed and signed by his/her advisor prior to the internship.
4. The student and the internship program must be acceptable to the sponsor, and the sponsor's participation is required. The proposed internship must be approved by the faculty advisor and the Internship Coordinator.

B. Do I receive University Credit and a Grade?

1. The number of units is decided upon by the Faculty Advisor or the Internship Coordinator based on hrs/qtr formula.
2. Grading shall be on a credit/no credit basis.
3. Internship credit units in most concentrations will be applied toward free electives unless NR 339 is required.
4. Note: The length of time spent on an internship can be variable, from one quarter (including summer quarter) to a full year. Internships over multiple quarters should be preplanned with your advisor or Internship Coordinator .

C. How do I participate?

1. Verify eligibility according to Section III. A.
2. Propose a possible assignment (e.g. the student is already promised a job somewhere and wishes to receive intern credit).
3. Consult with your advisor or the Internship Coordinator for information on opportunities.
4. Fill out the Internship Approval Agreement and obtain all signatures.
5. Return the Internship Approval Agreement to the Internship Coordinator.

IV. The Sponsor's Role

- A. Provide a detailed job description and expectations to insure meaningful broad-based employment of the student with potential benefit for the employer and the student.
- B. Provide the student opportunities to work at different tasks and problems in order that the student may acquire skills and become familiar with various phases of the agency and/or one specific phase of the agency.
- C. Provide appropriate supervision for the student during the contract period.
- D. Possibly pay compensation for work performed as agreed upon with the student prior to beginning the internship.
- E. Provide protection by insurance, Worker's Compensation, or other essential protection. The contract with the employer should include a statement of this responsibility.
- F. Notify the Internship Coordinator immediately of any personnel problem that may arise during the assignment.
- G. Complete and forward the "Intern Evaluation" form at the end of the contract period to the Internship Coordinator.

V. Department Internship Coordinator/Advisor's Role:

- A. Provide direction to the student on the educational content of internship assignment.
- B. Advise student about required skills necessary in proposed job.
- C. Assist the student in outlining a program.
- D. Designate an alternate advisor if necessary to be available while the student is on the Internship program.
- E. If possible, schedule at least one evaluative conference with the sponsor during the internship period.
- F. Evaluate progress reports and provide assistance to the student or sponsor, if needed.
- G. Recommend termination of the Internship to the Dean of CAFES, with a written statement of sufficient reason for termination.

NRM Internship Approval Agreement
Natural Resources Management Department

Natural Resources Management students must have proposed internships accepted as noted below, prior to registering for NR 339. Approval of the proposed internship means that the work experience meets the internship requirement. All NR 339 internships, except those at Swanton, will be administered and supervised by an NRM Internship Advisor. All procedures and required forms regarding NR 339 internship are clearly reflected on the NRM web page (www.nrm.calpoly.edu). All interns must submit the following:

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Required Units (FNR Major):

Other Options: (With Advisor Approval)

6 units 200 hrs/qtr

2 units 75 hrs/qtr

(explain if multiple-quarter internship)

4 units 150 hrs/qtr

12 units 400 hrs/qtr

Organization or Company Name: _____

Proposed internship work experience & duties:

Beginning Date: _____ **Ending date:** _____ **Quarter:** _____

Student Name: _____

Local Address: _____

Email: _____
Phone #: _____

Name, Title, Address, Email, Fax #, and Phone # of Immediate Supervisor: (Print Clearly)

Circle type of internship/experience:	Paid / Volunteer / Other
Is Workman's Compensation covered by the Sponsor?	Yes / No (circle answer)
Is Liability Insurance covered by the Sponsor?	Yes / No (circle answer)
Cal Poly Contracts office must be contacted if either workman's compensation or liability insurance is NOT covered by sponsor. Attach additional documentation as required. If workman's compensation and liability insurance IS covered, this form satisfies requirements.	

1. _____ Date _____ 2. _____ Date _____
 Employer Supervisor/Sponsor Student

3. _____ Date _____ 4. _____ Date _____
 Advisor NRM Internship Coordinator/ Swanton Internship Coordinator

FNR & ENVM INTERN EVALUATION

Intern: _____

Date: _____

Evaluation Period: _____ to _____

Sponsor: _____

Please complete this evaluation on the above named intern and submit to:

Internship Coordinator, NRM Dept., Cal Poly, San Luis Obispo, CA 93407 by _____ (Last day of classes)

Phone: 805-756-2702 Fax: 805-756-1402

PERFORMANCE RATING SCALE

OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT					
1	2	3	4	5	6	7	8	n/a

	1	2	3	4	5	6	7	8	n/a
1. Organizing Own Work									
2. Completing Assigned Tasks on Time									
3. Initiative									
4. Accuracy of Work									
5. Adaptability									
6. Ability to Get Along with Others - Teamwork									
7. Controlling Follow-up on Projects & Work Flow									
8. Processing Records, Reports & Documents									
9. Communicating with Staff & Superiors									
10. Judgment									
11. Resourcefulness - Originality									
12. Business Development Efforts & Results									
13. Appearance									

Describe the Intern's strengths? _____

Would you want this trainee working for your organization? _____

What would be a good, brief description of this trainee? _____

Signature of Supervisor _____