

NRRT 487 INTERNSHIP GUIDE

PARTNERS WITH PROFESSIONALS

A PROFESSIONAL AND ACADEMIC FIELD INTERNSHIP

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Frequently Asked Questions

WHAT IS NRRT 487 INTERNSHIP?

In the broadest sense, an internship is any experience where students learn by taking on responsible roles as employees in organizations and observing and reflecting on what happens and what they learn while they are there and receive feedback on those reflections from an educator. Your internship is a professional educational work experience that allows you to apply what you have learned in 3-4 years of classroom study to an actual work setting. It also enables you to pursue experiential opportunities with an organization with which you might want a career.

The objectives of the program are well articulated in this guide. Please read them carefully. You need to realize early in the process that your internship experience is far bigger and far more important than a seasonal job.

WHY IS AN INTERNSHIP IMPORTANT?

HDNR faculty recognize the value of experiential learning and interacting with the "real world." Your internship should be a capstone learning experience which helps you to synthesize the mass of knowledge you have acquired from your course work.

HDNR faculty want you to be the best and to have an edge in the job market. We believe that a very thoughtfully selected internship assignment and a quality performance will open doors to starting your professional career. Your internship should be viewed as a ticket to your first professional experience.

WHAT TYPES OF ORGANIZATIONS CAN I INTERN WITH?

You may intern with any organization that provides goods or services for the broad fields of human dimensions of natural resources and natural resource tourism in the private, public, and non-profit sectors of the economy. This includes, but is not limited to, guides and outfitters, adventure travel and ecotourism companies, event planning and tourism marketing organizations, natural resource-based resorts, outdoor gear manufacturers and retailers, federal, state, and local land management and natural resource agencies, environmental and other non-profit organizations, and nature centers, among others.

You may not intern with organizations, agencies or companies that do not directly provide a human dimensions of natural resources or natural resource tourism related product or service. For example, a restaurant that is located in a tourist community is not an acceptable location for an internship. However, doing an internship at a natural resource-based resort where working in a restaurant at the resort, as one of several facets of the internship, is acceptable. The HDNR Internship Coordinator maintains a list of internship site locations going back to 1991. Please contact the Coordinator if you'd like to see this list.

CAN PREVIOUS EXPERIENCE BE USED RETROACTIVELY TO COUNT AS MY INTERNSHIP?

NO. You must seek out a new, pre-approved work experience for your internship.

HOW LONG DOES MY INTERNSHIP HAVE TO BE?

You are required to perform and document, via your journal, **400 hours** of work with the host organization. Ideally these hours should be full-time at 40 hours per week for 10 weeks but do not have to be. There is no minimum or maximum number of days, weeks, months, or years that you must complete the 400 hours within.

CAN I TAKE CLASSES WHILE DOING MY INTERNSHIP?

Ideally your professional educational work experience should be a full-time assignment of 40 hours per week for 10 weeks. It should be a total immersion into a professional environment and requires assignments that must be submitted to the internship coordinator throughout the internship. Requests to do internships while taking classes will be considered on a case-by-case basis. The following factors are some of the items that will be considered: student's GPA (preference given to students with cumulative CSU GPA > 3.0); number of credit hours being taken in other courses, number of hours working per week for internship, type of work being done for internship.

CAN I INTERN WITH MORE THAN ONE ORGANIZATION?

NO. All of the hours for your NRRT 487 Internship must be with the same organization.

CAN I "BREAK" MY INTERNSHIP UP AND DO IT AT DIFFERENT TIMES OF THE YEAR?

NO. Your internship must be for a consecutive 400 hours. You may not work some of the hours, then take a break, and finish the rest of the hours at a later time.

DOES MY INTERNSHIP HAVE TO START AND END IN A GIVEN SEMESTER?

NO. Your internship can start and end anytime during a semester or in-between semesters.

DO I HAVE TO PAY FOR THE INTERNSHIP CREDITS?

YES. Since NRRT 487 is an academic course required in our degree program, you must pay for the credits. Accordingly, you need to plan on paying for the credits during the semester you are doing your internship.

CAN I RECEIVE FINANCIAL AID FOR MY INTERNSHIP?

YES. Financial aid can be utilized for NRRT 487. It is your responsibility to check with Colorado State's Student Financial Services Office (<https://financialaid.colostate.edu/>) **well in advance** of your internship to verify that you will be eligible to receive financial aid during the

semester you plan on doing your internship. Maximum Federal Financial Aid is awarded only when a student is enrolled in full-time credits (12 per Spring or Fall semester and 6 per summer session for undergraduates).

CAN I GET PAID FOR MY INTERNSHIP?

YES. All students are strongly encouraged to seek a paid position for their internship; however, it is fine to accept an unpaid internship. In most cases, interns hired by “for profit” organizations should be compensated at equal to or greater than minimum wage. The U.S. Department of Labor has issued a six-part test (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>) to determine whether an internship can be unpaid:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in the educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees;
4. The employer that provides the training derives no immediate advantage from the activities of the intern, and on occasion its operations may be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages.

CAN I DO AN INTERNSHIP ABROAD?

YES. If you are planning on interning abroad, you must create an account with the CSU Education Abroad Office and attend a mandatory Pre-departure Orientation in addition to attending an Internship Orientation Session with the HDNR Internship Coordinator. For more information, please visit <http://educationabroad.colostate.edu/>. To create an account with the CSU Education Abroad Office prior to your internship, please go to <http://myedabroad.colostate.edu/>.

WHEN DOES AN NRRT 487 INTERNSHIP OFFICIALLY BEGIN?

In the eyes of Colorado State University, you are not a CSU student enrolled in NRRT 487 and your internship has not started until these 6 steps are completed:

1. Junior or above. You must be a junior or senior in the department and clear your eligibility for the program with your advisor and the Internship Coordinator.
2. NR 377 or 387. You must pass NR 377 or NR 387 – Pre-Internship which is offered Fall semester.
3. Resume, Goal Statement, and Justification. You must submit revised versions of your Resume and Goal Statement assignments that you did in NR 377 or NR 387, and you must articulate in your Justification how the internship you’ve selected meets the requirements of the department’s program and how it supports your own professional goals.
4. Internship Agreement. Your internship must be approved in writing by the HDNR Internship Coordinator before you begin. This is accomplished by having the coordinator review and sign the Internship Agreement form in this guide after you and your prospective supervisor have filled it out and signed it.
5. Orientation Session and Student Understanding Form. You must attend an orientation session before your internship begins and initial the Student Understanding Form confirming that you have read and understand the NRRT 487 Internship Guide.
6. Registration. The Internship Coordinator must confirm that you have registered for NRRT 487.

NOTE: This means that you may NOT start a job, then contact the HDNR Internship Coordinator and expect that the hours you have put in will count toward your internship. It is only AFTER the above steps are complete, that you may start counting hours toward your internship. Accordingly, if you have turned in any assignments before these steps are complete they will not count.

Objectives of the Partners with Professionals Program

The Partners with Professionals program is a junior-senior level field instruction program for students in the Natural Resource Tourism and Human Dimensions of Natural Resources majors at Colorado State University-Fort Collins. It is administered by the Department of Human Dimensions of Natural Resources in conjunction with government agencies, non-governmental/non-profit organizations, and for-profit, private sector enterprises.

SPECIFIC OBJECTIVES:

1. To provide students with an educational experience upon which to build their professional careers.
2. To assist students in integrating classroom theory with practical field application.
3. To provide an opportunity for students to identify strengths and weaknesses which may be developed or corrected during their academic program.

4. To provide host organizations with, (a) quality personnel to supplement staff and, (b) the opportunity to evaluate student interns for possible regular employment subsequent to their degree program.
5. To provide host organizations an opportunity to become involved in the preparation of future professionals and to provide a vehicle for two-way communication with Colorado State University and its faculty.
6. To provide Colorado State University with a means of evaluating the academic preparedness of students.
7. To help Colorado State University ensure relevant and high quality curricula.
8. To provide continuing professional opportunities to acquaint faculty with current "real world" problems and to provide interaction with field professionals as another means to improve teaching, research, and service programs.

An important part of the Partners with Professionals Program is our philosophy that the relationship between the student, Colorado State University, and the host organization be mutually beneficial. The host organization benefits from having a well-trained, motivated intern who is interested in the mission of the organization. In turn, the student receives a quality work experience and a thorough understanding of the organization's operations.

Grading Structure and Assignments

Internships and Practica at Colorado State University are Instructor-Option graded courses which means the instructor must inform the student how they will be evaluated for the course. NRRT 487 will be graded 'A' through 'F' using the plus/minus system. However, the instructor ultimately reserves the right to grade NRRT 487 on a Satisfactory/Unsatisfactory ('S' or 'U') basis depending on unique circumstances with specific student's internships. The internship grade is composed of the following number of points for each assignment with due dates on the pages that follow.

PLEASE NOTE: Although this is a field experience, academic portions constitute 60% of the grade for your internship! This means that if your assignments are of poor quality and/or turned in late, your grade will be affected. This is a 400-level course and 400-level work is expected in terms of quality and timeliness. If anything, timeliness is even more important because you are working in the real world where late assignments can negatively impact an organization. Additionally, it is important to point out that not all employers will allow you to work on internship assignments while you are on the job. Accordingly, you may have to find additional time outside of the workplace to complete your assignments and submit them on time. This is especially pertinent if you are working for a summer camp, field-based outdoor adventure program, or other organization where you are working more than a standard 8-hour per day shift.

You may use the Calendar and Assignment Checklist available on page 33 of this Guide to help you keep track of when your assignments are due, when you submitted them to the internship coordinator, and when they were received. All of the assignments for NRRT 487 should be submitted electronically in Canvas (<https://canvas.colostate.edu/>). Exceptions are the Orientation Session and Student Understanding Form (#4) and Internship Agreement (#6a), which can be faxed or scanned and emailed. When you submit an assignment electronically, be sure to put your LAST NAME in the filename (i.e. 'Layden-Journal-1.doc') so it won't be confused with someone else's and this is a good professional habit to get into.

It is up to you to insure that your assignments are received by the internship coordinator. Accordingly, if you don't see confirmation of an assignment being uploaded successfully in Canvas, it is your responsibility to contact the Internship Coordinator to see if your assignment was received. **IF YOU DO NOT HAVE RELIABLE ACCESS TO THE INTERNET IT IS YOUR RESPONSIBILITY TO FIND AN ALTERNATE METHOD TO SUBMIT YOUR ASSIGNMENTS TO INSURE THEY ARE TURNED IN ON TIME.** If you use your smart phone to take a photo of an assignment and submit it via email it is highly recommended that you use a document scanning app like JotNot, Genius Scan, ScanToPDF, or something similar and make sure you know how to use the camera on your phone correctly so the images come out legibly.

If you send an email to the internship coordinator you must communicate professionally in that email. That means there is descriptive text in the subject line, a greeting, a body telling me the purpose of the mail, a closing, and a signature area. If the internship coordinator sends an email to you, they will send it to your rams.colostate.edu account. It is your responsibility to regularly check this account, or, have it forwarded to an external email account (i.e., Gmail, Yahoo, Hotmail, etc.) and make sure that your spam filters allow emails from the rams.colostate.edu domain through to your inbox. For more information, please go to <https://eid.colostate.edu/>.

All assignments must be done independently. You may not work on any of the assignments with another student or coworker.

For any assignment sent via regular mail, the internship coordinator will use the postmark date on the envelope as the date it was submitted. When considering due dates and late points for the assignments listed below, a "working day" is defined as 5 days per week, Monday – Friday, except any federal US holidays (when mail is not delivered). A "calendar day" is defined as 7 days per week, Sunday – Saturday, regardless if there is a federal US holiday during the week or not.

**** All of the following assignments must be done in order ****

BEFORE YOUR INTERNSHIP CAN BE APPROVED

You do not need to meet with the Internship Coordinator in order to have your internship approved. Once you have secured an internship, assignments 1-3 can be submitted via e-mail [for any assignment submitted via email, you must put your last name in the file name (i.e., "Layden-resume.docx")], mail, fax, or dropped off in the Coordinator's mailbox in Forestry 204. After the Coordinator has reviewed assignments 1-3 and approved your internship, you will be notified and given dates and times to do your Internship Orientation Session.

It is preferable that assignments 1-3 be received by the Internship Coordinator 1-3 months before your internship start date. At a minimum, they should be received 10 working days before your start date. Please be aware that depending on the time of year, it can take up to 5 working days to officially approve your internship and schedule on Internship Orientation Session.

Assignment	Points
1. Resume – An updated version of your resume. Even if the internship host organization did not require you to submit a resume to them to secure your internship you still must submit a resume to the Internship Coordinator to get your internship approved. This MUST be a professional looking and clean (i.e. no grading marks on it) resume that you could submit to be considered for a career.	10
2. Goal Statement - An updated version of the Goal Statement assignment you completed in NR 377 or NR 387 . If you no longer have your goal statement from NR 377 or NR 387, please go to https://warnercnr.colostate.edu/hdnr/undergraduate-study/internships/ for instructions.	10
3. Internship Approval Justification Form – fill out the form on page 13 of this guide or go to https://warnercnr.colostate.edu/hdnr/undergraduate-study/internships/ to fill out and submit electronically.	10

BEFORE YOUR INTERNSHIP BEGINS

Your internship does not officially begin and you cannot start counting hours until assignments 4-6 have been completed.

Assignment	Points
4. a) Internship Agreement (pages 15-17) - After your internship has been officially approved by the internship coordinator, complete and submit the Internship Agreement to the internship coordinator making sure that your organization supervisor has a copy of that form with all of the responsibility sheets attached (pages 19-22 of this guide). Keep in mind that your internship does not officially start and you cannot start counting hours until all 3 signatures are on the Agreement and you are enrolled in NRRT 487. You must get your Agreement signed by the employer and insure that it is filled out correctly before giving it to the internship coordinator. After the internship coordinator receives your Agreement and signs it, you will be sent a copy for your records. However, it is ultimately your responsibility as the student to make sure the internship coordinator has received and signed the Agreement so your internship can officially start. Please note that occasionally the host organization may want to change the language in the Internship Agreement; any proposed changes must be approved by the CSU Office of General Counsel. It may take several days to several weeks for the host and CSU to come to an agreement on proposed changes. In extremely rare cases the host and CSU will not be able to come to an agreement and the student will have to find another internship. You are expected to work the dates specified on your Agreement. Leaving your internship prior to the end date specified on your Agreement is not only unprofessional but reflects poorly on you and Colorado State University. The start and end dates for your internship specified in your Agreement will be used to determine your due dates for the internship assignments. As such, if your start or end date changes it is your responsibility to notify the internship coordinator immediately. b) Photography Consent Form (page 23) – this assignment is optional c) Release of Records Form (page 23) – this assignment is optional	10
5. Orientation Session & Student Understanding Form (page 35) Within 4 weeks before your internship start date, you must participate in a 1-hour orientation session with the Internship Coordinator to go over the expectations for your internship. This session can be done in person or over the phone. Orientation Sessions are conducted outside the internship coordinator's normal office hours. At the end of this session you will sign the Understanding Form and the coordinator will override you for NRRT 487 so you can register.	10

5. Sessions are normally scheduled several times a week from mid-April to mid-June and then as-needed the rest of the year. **You must have this guide in electronic or hard copy with you for the orientation session; otherwise you will have to schedule another one.**

IF YOU ARE INTERNING ABROAD, YOU MUST REGISTER WITH THE CSU EDUCATION ABROAD OFFICE AND MAY HAVE TO PARTICIPATE IN AN ORIENTATION WITH THEM ALSO. To create an account with the CSU Education Abroad Office prior to your internship, please go to <http://myedabroad.colostate.edu/>.

6. Registration for NRRT 487

You are required to register for a minimum of 5 credits if you are in the Human Dimensions of Natural Resources major or Natural Resource Tourism concentration in the Natural Resource Tourism (NRT) major. If you are in the Global Tourism concentration in the NRT major, you are required to register for a minimum of 4 credits. The maximum number of credits for NRRT 487 is 12. You will register for NRRT 487 using RAMweb <http://ramweb.colostate.edu> if the registration deadline has not passed for the given semester. Otherwise, the internship coordinator will provide you with a Late Registration Request Change form for you to take to the Registrar’s Office to register you for NRRT 487 (please note that this may take up to 5 business days to process) and **you will be assessed a \$50 late registration fee for service**. If you need to register for more than 4 or 5 credits in order to be considered full-time (i.e., 6 in Summer; 12 in Fall and Spring) for financial aid, military benefits, or insurance reasons, you may sign up for the necessary number and are not required to do additional work beyond the required 400 hours. If, however, you wish to register for more than 4 or 5 credits for an academic reason, you must work and document, via your Journal, 40 hours for each additional credit over 4 or 5.

You must register for NRRT 487 for the semester which you will perform the majority of your 400 hours. If you start your internship in between semesters you must register for the next upcoming semester. This means you may NOT register for internship credits after you’re done with the internship, “tack” on the credits to an existing semester, or “break-up” the credits across more than 1 semester. It is your responsibility to clear any holds on your registration BEFORE you attempt to register for your internship.

If more than 1 regular semester (Spring/Fall) has lapsed since you were a regularly enrolled student you will have to submit an Intent to Return form with the CSU Admissions Office <http://admissions.colostate.edu/apply/returning/>. If NRRT 487 is the last requirement you need to complete your degree you must be fully admitted as a degree-seeking student in order to graduate (i.e., you cannot graduate if admitted as a “GUEST” or “Summer-only” student). After you are readmitted you will need to re-declare your concentration with the internship coordinator.

Several times throughout each semester the internship coordinator will submit an Off-Campus Student Fee Reduction form for students enrolled in NRRT 487 that qualify. Most students enrolled in 6 or more credits of NRRT 487 for that semester will be eligible for a partial student fee refund. A student does not qualify for the fee reduction if they are in any course that has meeting times and dates on campus during the same semester that they are enrolled in NRRT 487.

Please note: if you were previously assessed in-state tuition when you were last a student at CSU, **you may be assessed out-of-state tuition** when you return if you have since moved out of Colorado. Also, if NRRT 487 is the last course you need to graduate it is your responsibility to make sure you have contacted the Degree Office and are on the appropriate Graduation List (see #13 on page 20).

DURING YOUR INTERNSHIP

Assignments 7-9 must be completed **during** the time you are with your host organization.

Assignment

Points

7. **a) 2-Week Check-In Form (page 25)** [Due between the 14th and 21st calendar day after your internship starting date; 1 point per working day will be taken off if late.] **20**

Please fill out the hard copy here in the Guide or the electronic version available in Canvas.

- b) Background Report** [Due by the 14th calendar day after your internship starting date; 1 point per working day will be taken off if late.]

The Background Report demonstrates your understanding of the organization for which you are working and your role in that situation. Your report must include the following headings and information about the organization:

- > History – a brief history of the organization (in the case of a large organization, only give the history of the administrative unit at which you are working).
- > Mission Statement / Organizational Philosophies / Operating Objectives – some organizations have only a mission statement, some have all 3 of these.

- 7 **b) Background Report continued** 100
- > Major Personnel Policies – only briefly mention routine personnel policies such as wearing a nametag or grooming standards, you should focus on pertinent policies that directly relate to your position and duties such as safety or accounting procedures you must follow.
 - > Clientele / Customers / Audience Served – summarize major entities or groups that the organization serves, this might include a demographic breakdown with percentages for various categories of customers.
 - > Budget and Funding Cycle – this includes the fiscal year (i.e., Jan-Dec, Jul-Jun), when and how much money comes in and when and how much goes out, where the funding comes from, and the major income and expenditure categories (in the case of a large organization, only give the budget of the administrative unit at which you are working. If you are not able to obtain actual dollar amounts or funding cycle information, try to find out percentages of major income and expenditure categories for the organization’s budget. If you are still unable to get information you will have to make some observations about how the organization is run, the condition of the equipment, how much equipment or services costs, how many employees the organization has and how much they spend on wages, etc.
 - > Major Departments / Divisions – summarize the responsibilities of each department or division (these could be individual people depending on the size of the organization) and how they relate or communicate to each other (this might also include an organizational chart).
 - > Activities and Programs – summarize the various activities and programs the organization provides for its clients, any special employee programs such as safety awards or employee of the month, and any charitable programs the organization conducts as a service to their community such as reduced fees for low income clients or donating goods or services. If the organization does not participate in any charitable programs or provide any special employee programs you must state so.
 - > Conclusion – include a summary paragraph.
 - > References – you must include **at least one citation for every section of your report** (except for the Conclusion) and at least one reference in this section, otherwise your report may be considered plagiarized.

It is highly recommended that you have someone proofread your report before you submit it. Your Background Report will be graded using the following rubric:

i.) Content (25 points) – Report must specifically mention something you learned from 2 college courses (by course name or number) and how that knowledge applies or doesn’t apply to the organization or application on-the-job (5 points). Report must be written in paragraph format (5 points), and not merely report facts and figures in lists or bulleted format. Each section must have an introductory sentence (-2 points for each missing sentence; total of 15 points).

ii.) Organization/Development (25 points) - Paragraphs should flow with clear sentence structure (5 points), sections must have headings (10 points), and the report must be a minimum of 3 and maximum of 5 pages (“References” section and appendices not included) (2 points), double-spaced (2 points), and are the pages must be numbered (2 points). Margins must be 1” (2 points) and font must be 10-12 point (2 points).

iii.) Thoroughness (25 points) - Does the paper give all required information? (20 points) Does it provide additional information the reader may need to understand unique or unusual internship organizations or situations? (5 points)

iv.) Quality (25 points) - Is the writing free from grammatical (-1 point for every 3 different errors; total of 7.5 points) and spelling (-1 point for every 3 different errors; total of 7.5 points) errors? Is the report written in an easy to read manner and typed? (5 points) Is the report free from slang, vernacular expressions, and inappropriate vocabulary? (5 points) The accepted style is the American Psychological Association’s Publication Manual, however if you’re familiar with another style you can use that style as long as you’re consistent throughout the paper.

Reports will be graded and marked up using Microsoft Word’s Track Changes feature with the grading rubric inserted at the front of the document. Comments will be written in the rubric and the graded report and rubric will be sent to the student.

8. **Journal** There will be 3 detailed journals due during your 400-hour internship. Journal 1 is due after 100 hours of work, Journal 2 is due after 250 hours of work, and Journal 3 is due after 400 hours of work. [Each journal is due within 3 calendar days (72 hours) after completing the required hours of work. **10 points per working day will be taken off if late for each journal.**]

Because your internship is a working and learning experience, you must keep a journal to document what you are learning and your thoughts and reflections about that knowledge.

Turning in your journals

It is your responsibility to turn your journals in to the Internship Coordinator on time. Preferably, your assignments should be submitted via Canvas. If you do not have access to Canvas you may submit via email, regular mail, fax, or

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drop off a hard copy. The Internship Coordinator will provide feedback and a grade for each Journal.

How to figure out due dates

Since there are 3 journals due during the 400-hour internship period, each journal will be due after its respective number of hours worked regardless of how many hours you work per day or week. **It is up to you to keep track of your total hours worked for your internship.** It is strongly recommended that you write down at the end of each day what you did, how much time you spent doing it, and what you learned in the process; that way your journal will be easier to write when the due date comes. Feel free to use the Calendar and Assignment Checklist available on page 33 of this Guide to help you keep track of when your journals are due, when you submitted them to the internship coordinator, and when they were received.

Please note: If you are leading people on overnight trips where you are responsible for their well-being "24 hours-a-day" you may not count all 24 hours in the day unless you were awake and working the entire time and can document the tasks you accomplished. Typically, journals during these periods document hours from the time you wake up until you go to bed (i.e.; 6 am to 10 pm) for about 16 or so hours, assuming you were working the entire time. You also may not count time where you are "on call" and waiting to get called into work.

Format

Journals must be single-spaced, 1-inch margins, 10-12 point font. Each journal will have specific questions to be answered that are outlined for you below. You must use the following title heading for every journal you turn in:

Intern Name:
Journal #:
Organization Name and Location:
Start Date for this Journal (M/d/yy):
End Date for this Journal (M/d/yy):
Total Hours Worked This Journal Period:
Total Hours Worked Since Internship Start Date:

Use the following section headings for each journal)

Journal #1 (due after 100 hours of work) 100 pts.

1. What have you done?
2. How much time have you spent doing it?
3. What have you learned in the process?
4. How does this experience compare with other work experiences you have had?

Journal #2 (due after 250 hours of work) 140 pts.

1. What have you done?
2. How much time have you spent doing it?
3. What have you learned in the process?
4. What strengths, skills and abilities have you brought to your internship?

Journal #3 (due after 400 hours of work) 140 pts.

1. What have you done?
 2. How much time have you spent doing it?
 3. What have you learned in the process?
 4. Is this the field you want to enter once you graduate, or do you want to explore other options?
-

8. continued

Journal Grading Rubric (please refer to Canvas for point breakdowns for each Journal assignment)

Criteria	Ratings					%
Level of Detail	<p>Exceptional You answered every question posed and wrote a great amount of detail. It is clear that you put a lot of time and thought into these answers. You took the time to critically analyze how you were shaped by this experience and the effects you had on others.</p>	<p>Above Average You spent a very good amount of time thinking about and writing your answers.</p>	<p>Average You spent a decent amount of time thinking and writing your answers and they have adequate detail.</p>	<p>Below Average You put a little bit of thought into constructing your answers to the questions. However, not much critical thinking about yourself or what you did went into your answers.</p>	<p>Bare Minimum You wrote the bare minimum to answer the questions posed. Nominal effort was made with minimal detail.</p>	70%
Mechanics of Writing	<p>Excellent Submissions are grammatically correct, contains rare spelling errors, format is clear and logical/professional delivery.</p>	<p>Proficient Few errors in spelling and grammar, yet overall format is clear and logical.</p>	<p>Below Expectations Poor spelling and grammar; the format of the journal is difficult to follow and would be deemed as unprofessional by common business standards.</p>			20%
Required Information	<p>Excellent Journal contains all required heading information at the top, correct questions and responses to questions.</p>	<p>Proficient Two to four missing or incorrect information pieces or questions.</p>	<p>Below Expectations Missing more than 4 required pieces of information.</p>			5%
Following Directions	<p>Excellent Single-spaced, 1-inch margins, 10-12 point font.</p>	<p>Proficient Did not follow one or two of the directions.</p>	<p>Below Expectations Did not follow any directions.</p>			5%

Here is a sample journal that would be considered excellent detail and quality:

Intern Name: John Student
 Journal #: 3
 ABC Expeditions - Someplace, Africa
 Start Date for this Journal (M/d/yy): 11/2/13
 End Date for this Journal (M/d/yy): 12/20/13
 Hours worked this Journal Period: 150
 Total Hours Worked Since Internship Start Date: 400

What have you done?

In my last month here, things have continued to be busy, but good for the company. Compared to when I looked at the calendar in September when I arrived and what trips I was going on, it is now different. I knew Steve wanted to squeeze me in as much as possible before I left, partly to help him prepare for a good season. We have continued to line up big trips and ABC Expeditions now has 5 sold just for the next 2 months and 8 more itineraries out and undecided. For these kinds of trips, that is quite good and leaves little free time for Steve. Some of my work this last month has been preparation for this time of year, because it is so intensive. For example, we spent a lot of time in the warehouse preparing equipment. We worked on 2 inflatable kayaks and an oar boat which all needed repairs due to leaks, which took a lot more time than we expected. Also, we cleaned splash-tops, helmets and safety-checked all lifejackets, climbing ropes, and harnesses. In addition, we had to take two oar-frame towers and the locking pins (which I had brought from the states) to a company that is building ABC Expeditions another oar frame, and re-applied protective coating to all camstraps, rafts and duckies. Steve even held a meeting with upcoming guides for a 8 day trip that started on the 17th of December, which I couldn't go on because I am leaving on the 20th.

Of course, this time wasn't without my last few river trips, which I was glad to squeeze in before I left. I was able to go on 2 more Churning trips, one overnight, which is always an amazing experience, and the other a day trip. For both I went with the freelance guide Senee. The overnight trip was for local kids from a university in Stone Town. There were actually 2 rafts, and it was an

8. Journal sample continued
 interesting trip, all in Zimboan. It was a loud and fun night at the campsite, and beautiful weather too, a very good last Churning trip. Also, I did 2 more Chimayo trips, one in a raft with Yancy guiding (another freelance guide that I've worked with previously), and another with Yancy in duckies with just a single client. The first trip was in a raft because the water was too high that day on the Churning, so the trip was moved to the Chimayo. For the second, the water was much lower but the weather was great, we actually did the run twice because the client, a younger German girl traveling Africa, loved it so much. Both were good farewell trips to the river.

Another exciting part of my last month here was learning a more about local recreational activities offered around the Zimbo area. This was actually part of a training session that I was taking part in, offered by another tour company called Extreme Tours, with whom Steve had worked in the past and therefore knew the staff and owner well. They were offering free training sessions on these local activities, so I attended a couple of days. The first day was what they call canyoning here, which is basically repelling off of waterfalls. They were showing how to set up the system with a safety line and anchored off of a tree. I am usually very bad at remembering knots and rope things, and honestly would need more time learning, because there were a lot of guides and I didn't get as much time as I would have liked, but just experiencing it and learning basics was good. The next day, we went up into the mountains surrounding Zimbo and did a mountain bike excursion, learning some information about the forest, the best trails to use, and mountain biking techniques. After these two trips, we did debriefings about client safety issues and questions anybody had. It was a very casual setting, and interesting to see how a different company was operating versus ABC Expeditions.

How much time have you spent doing it?

- The river trips added up to 47 hours
 - The guide meeting was 8 hours
 - The training sessions totaled 29 hours
 - In the warehouse, we spent 45 hours
 - With office maintenance, I logged 21 hours
- Total: 150 hours

What have you learned in the process?

An area that I realized how much I've learned in, through this internship and my independent travel and study, is the Zimboan language. It took me until the end of my time here, but I have made a lot of progress. What really sparked this realization was the overnight Churning trip with Senee and the Zimboans. I was able to hold small conversations, a little beyond just vocabulary. Of course, the conversations were very simple and nothing deep, but sometimes you just have breakthroughs with those types of things, and it's a good feeling. I definitely had a personal goal in this area, and had high hopes, but now I'm satisfied with what I learned, I think that it brought me just a little closer to the culture and people here, making a good travel experience.

Africa has served as that the next step up for me after Norway, and my learning here has been such a contrast from University, but my previous knowledge has played a role in how much I was able to delve in here. In essence, I really feel like you learn about yourself during these experiences, and when that happens, it becomes a little easier to see where I want to go in my career and what I can do. You learn more about your boundaries, and they are tested and sometimes broken. In conjunction with my job here, I now have a better idea of what I can handle, and what I can't right now. It may yet take more exploring, but I'm thankful for the opportunity to be getting such a well-rounded degree that I can use.

Of course I learned a little bit more about guiding during the training sessions as well, and realized that I may consider it an option when I first break into the industry, but I also know from all the time I have spent guiding and learning about it, that I would like to take it further, rather than only being a guide. This internship has laid out what the life of a small business owner is like here in Africa, and what the life of a guide is like. With my education, I want to take that next step, maybe not even as a business owner, but something similarly more academic in the field

Is this the field you want to enter when you graduate, or are you learning that you want to explore other options?

Actually, I feel like I have learned a lot in this area, and it has been very encouraging for me. I have found the industry very intriguing here, and it strikes me as a good career field for myself, and not just in Africa. However, I am thinking about exploring the same thing that I'm doing now, but from a different perspective. I have loved working here and had a great experience at ABC Expeditions, but I may want to explore working in tourism not from the adventure business side, but working for a conservation or community-based tourism organization, maybe for a government organization or NGO. I would like to work towards a more benign or beneficial kind of tourism, because that's important to me. I have thought about an organization that involves traveling to different countries. But, I still do want to keep the option open of working with ABC Expeditions in the future. I have had many conversations with Steve about possibly coming back to Africa when I graduate and working together again. Steve has even expressed that I could present him with a business plan of my own to pursue my niche in the company, and work through ABC Expeditions. In a way, my internship has opened up my options more with what I could pursue when I graduate, and given me a lot more experience than I had before, to help base my decisions.

AFTER YOU ARE FINISHED WITH YOUR INTERNSHIP

Assignments 9-12 should be completed after your internship ends but can be turned in before it ends. All of your assignments must be turned in within 1 week (7 calendar days) of the ending date on your Internship Agreement.

Assignment

Points

9. **Photograph** [1 point per working day will be taken off from the 7th calendar day after your internship has ended if late.] Sometime during your internship, you must have a photograph taken of you in your work setting. This photograph must be a clear shot of your face so people can see who you are and recognize you. The image must be properly exposed, in focus, and of high enough resolution to see everything. Try to avoid group shots or pictures where you are far away from the camera. Keep in mind that this photograph is used to visually describe where interns are at, what they did, and might be used by faculty to identify you for references or letters of recommendation. This photograph may be used in printed or electronic publications by Colorado State University if you have signed the Photography Consent Form on page 23. **10**

10. **Special Project Report Form (page 27)** [1 point per working day will be taken off from the 7th calendar day after internship has ended if late.] **20**

Please fill out the hard copy here in the Guide or the electronic version available in Canvas.

The Special Project Report describes the nature of your Special internship project. This project is to be decided upon early in your internship, in consultation with your supervisor. Ideally, the project should be in line with the professional goals you set for the internship in your Orientation Report Form, should benefit both you and the organization, and if possible, be a tangible product.

Examples of special projects that students have done in the past include creating/maintaining/managing social media, a brochure, office or internship manual, Web site, lesson or interpretive plan, or special event for educational or marketing purposes. In some cases, the student created a new item; in others, they revised an existing item.

11. **a) Intern Rating by Supervisor (pages 29 & 30)** **400**

It is highly recommended that you give a hard copy of the evaluation form from this Guide, or download and email the electronic version in Canvas, or give the link to the online version of the form to your supervisor at the beginning of your internship so they know the criteria on which they will be evaluating you. Then, give them another copy (if necessary) within the last 2 weeks of your internship to fill out. When you give it to them, explain that they have the option of returning it to you, or sending it directly to the Internship Coordinator. You are also encouraged to indicate to them that their evaluation of your performance comprises 40% of your final grade. It is your responsibility to see that the completed form is sent or delivered to the Internship Coordinator. If you had more than one supervisor you are welcome to make copies of the form and ask each person to fill out a form. Should you decide to do this, the grades will be averaged from all of the forms.

The following points will be assigned to the associated grade that you receive from your supervisor:

A+	400	B+	360	C+	320	F	240
A	387	B	347	C	307		
A-	374	B-	334	D	267		

11. **b) Host Rating by Intern (pages 31 & 32)** [1 point per working day will be taken off from the 7th calendar day after your internship has ended if late.] **20**

Please fill out the hard copy here in the Guide or the electronic version available in Canvas.

12. **Thank You Letter** [1 point per working day will be taken off from the 7th calendar day after your internship has ended if late.] **10**

As a gesture of appreciation, submit a formal thank you letter to your supervisor with your signature on it and submit a hard copy to the internship coordinator or upload in Canvas. A thank you note, card, e-mail, or web greeting is **not** acceptable. In this letter, you should thank your supervisor and the host organization personally for allowing you to work there and thank them professionally on behalf of Colorado State University for hosting part of your undergraduate education.

Total Points **1,000**

NRRT 487 Grading Scale - Grading will be based on the total number of points you receive out of the 1000 possible:

<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>
967 - 1,000	A+	867 - 899	B+	767 - 799	C+	< 600	F
933 - 966	A	833 - 866	B	700 - 766	C		
900 - 932	A-	800 - 832	B-	600 - 699	D		

GRADES OF INCOMPLETE: Because the grading cycle at CSU will not always correspond with the dates of your internship, you may receive an "I" (Incomplete) for your grade. This is NOT cause for alarm. It merely indicates that your internship was not completed within that grading cycle. You do not need to re-register for NRRT 487 or pay tuition for the subsequent semester. A Grade Change will be submitted to the Registrar's Office as soon as you turn in all your internship assignments and they are graded. Grades of Incomplete automatically change to an "U" (Unsatisfactory) 12 months after the grade was issued, however, instructors can still change the grade after this 12-month period. Students cannot graduate if any courses have a grade of "U".

If you receive an Incomplete for NRRT 487 and are not enrolled in any other courses for the next semester, you will no longer be considered an active student at Colorado State University and will not have access to any CSU student services or facilities (i.e., student health insurance, student recreation center, etc.). Additionally, if you are graduating, you may need to notify the Degree Section in the Registrar's Office to change the semester your degree will be issued (please see #13 under Student Responsibilities on page 20).

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Internship Approval & Justification Form (#3)

This proposal must be filled out by the student prior to the start of their internship and submitted with their Resume and Goal Statement. It is the student's responsibility to obtain the necessary information from their desired organization. All 4 sections (I-IV) of this proposal must be complete and approved by the Internship Coordinator prior to the student's internship start date.

This form can be emailed, faxed, mailed, or hand-delivered to the Internship Coordinator.

Part I - Student Information		Part II - Host Organization Information	
Name		Name	
Mailing Address, City, State, Zip		Supervisor's Name & Title	
Phone #		Mailing Address, City, State/Province, Zip/Postal Code, (country if applicable)	
E-mail		Phone # / Fax #	
Start Date MM/DD/YY		E-mail	
End Date MM/DD/YY		Website	

Part III - Student Eligibility - both items must be checked by student to be eligible
 Classification of Junior (60 credits) or above Completion of NR 377 or 387

Part IV - Justification Statement – to be completed by student

1. Describe the Internship Organization you have chosen. Who are they and what do they do?
2. How does this internship relate to your professional goals described in your Goal Statement assignment? (there must be a clear connection between what you are doing for your internship and your professional goals)
3. Are you worried, or do you have any concerns about your internship? (location, personalities, living arrangements, expectations, etc.)
4. Describe your duties in detail, paying particular attention to why you feel the internship you have selected is a multi-faceted, broad-based, learning-driven work experience.
5. What can you contribute to the organization? Talk specifically about some of the knowledge, skills, and abilities you possess that you are bringing to your internship and will be able to use or will help you in performing your job duties.
6. Considering the job duties you mentioned in question 4 above, mention 3 courses you've taken in college by course name or number, 1 VERY SPECIFIC tool, technique, method, system, procedure, or process you learned from each course and how you anticipate using that tool, technique, method, system, procedure, or process during your internship while performing your job duties.

EXAMPLE

Course: NRRT 460-Conference and Event Planning

- VERY SPECIFIC tool, technique, method, system, procedure, or process: I learned how to create a Gantt chart in order to determine how long various tasks will take when planning an event, who will be assigned which task, which tasks can be done simultaneously, which tasks are dependent on other tasks being accomplished first, and what type(s) of resources will be allocated to each task.

- How you anticipate using that tool, technique, method, system, procedure, or process during your internship: part of my internship will be helping plan the staff time and resources for 4 tasks that have to be done for the annual music festival I am helping with.

Course 1:

- VERY SPECIFIC tool, technique, method, system, procedure, or process:

- How you anticipate using that tool, technique, method, system, procedure, or process during your internship:

Course 2:

- VERY SPECIFIC tool, technique, method, system, procedure, or process:

- How you anticipate using that tool, technique, method, system, procedure, or process during your internship:

Course 3:

- VERY SPECIFIC tool, technique, method, system, procedure, or process:

- How you anticipate using that tool, technique, method, system, procedure, or process during your internship:

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Internship Agreement (#4a)

NOTE TO EMPLOYER: The student's internship does not officially begin and the student cannot start counting hours until all sections of this document are filled out completely and all three signatures are received and dated and the student is registered for NRRT 487 at Colorado State University. The CSU Internship Coordinator must have all 3 pages (15-17) of this Agreement in order to sign it.

A facsimile of this form is acceptable.

Student Information (to be completed by student)

Name _____ CSU ID # _____ - _____ - _____

Physical address where you are living during internship _____

City _____ State/Province _____ Zip/Postal Code _____ Country (if applicable) _____

Local or Cell Phone # _____ E-mail _____

Emergency Contact Information Name _____

Mailing Address _____ City _____ State/Province _____

Zip/Postal Code _____ Country (if applicable) _____ Phone # _____ E-mail _____

Relationship to you (parent/spouse/next of kin) _____

Host Organization Information (to completed by organization supervisor)

Organization Name _____

Name of Intern Supervisor _____ Title _____

Organization Mailing Address _____ City _____ State/Province _____ Zip/Postal Code _____

Country (if applicable) _____

Organization Phone # _____ Fax # _____

Organization Web Page _____ E-mail _____

Internship Position Information (to be completed by organization supervisor)

Compensation (i.e., hourly wage, stipend, tips, housing, discounts, pro deals, meals, etc. or N/A):

(The student's internship must consist of a multi-faceted work and/or learning experience. Each job duty MUST be listed out separately in the left-hand column as detailed as possible and MUST have an actual % or range of % that the student is estimated to perform in the right-hand column. **Forms received with only one job duty listed or lacking details for job duties will not be accepted by Colorado State University.**)

Specific Job Functions	Percent of Time
_____	_____
_____	_____
_____	_____
_____	_____

Physical location where the internship will be performed (if student will be in more than one location, please estimate % by location; must equal 100%):

Internship Starting Date MM/DD/YY _____ Internship Ending Date MM/DD/YY _____ (can be estimated)

(Student is required to complete 400 hours of work. Forms received without a solid or estimated ending date will not be accepted by CSU.)

Internship Agreement

Terms and Conditions

1. Attachments (A) Student Responsibilities, (B) Host Organization Responsibilities and (C) Colorado State University Responsibilities are incorporated herein by this reference.
2. Liability and Insurance; Governmental Immunity
 - a. The University, as an entity of the State of Colorado, is entitled to certain immunities under Colorado law, including the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, *et seq.*, and is self-insured for \$350,000 per person and \$900,000 per occurrence as more fully set forth in the Risk Management law, C.R.S. §§ 24-30-1501, *et seq.* The parties agree that such insurance shall satisfy all insurance requirements of this Agreement except as otherwise specified herein.
 - b. The Colorado Constitution prohibits the State of Colorado and Colorado State University from agreeing to indemnify any other party, public or private. In addition, the Colorado Governmental Immunity Act limits the tort liability of public entities and their employees and authorized volunteers acting in the course of authorized governmental undertakings. Any provision of this Agreement, whether or not incorporated herein by reference, shall be controlled, limited and otherwise so modified by statute. Parties to this Agreement should seek liability protection through their own insurance or otherwise.
 - c. Workers' Compensation insurance coverage for the student participating under this Agreement shall be provided by the University **unless** the student receives remuneration from the Organization for services performed, in which event, the Organization shall provide workers' compensation insurance. As used herein, "remuneration" includes room, board, or other non-monetary forms of compensation.
 - d. Individual student liability protection beyond what may apply to students classified as "authorized volunteers" under the Colorado Governmental Immunity and Self Insurance statutes, shall be the individual responsibility of the student, and any proof thereof shall be supplied to the Organization by the student. For some student placement affiliations, students can purchase and provide professional liability insurance with limits of at least \$1,000,000/\$3,000,000. The University agrees to cooperate with the Organization by advising the student of the requirement that the student obtain such insurance as is satisfactory to the Organization.
 - e. Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) in the handling of educational records of students enrolled in their programs. It is also understood and recognized that employees and agents of each party will need to have access to the educational records maintained by the other party in properly administering their duties and obligations under this agreement and to the individual students. It is also agreed that each party will thoroughly orient their employees and agents of their obligations under FERPA and will maintain their practices in strict accordance with the requirements of that Act. Neither party will be permitted to authorize any further disclosure of educational records of students of the other party to persons or entities not a party to this Agreement without first having received permission of the other party and having obtained assurances that the other party has fully complied with the provisions of FERPA. Any permitted disclosure to persons or entities not a party to this Agreement will be under the condition that no further disclosure by such parties will be permitted.
3. Termination.
 - a. For Convenience. Either party may terminate this Agreement for any reason by providing thirty days written notice to the other party of its intention to terminate, provided that students shall be permitted to complete internships that began prior to the termination date.
 - b. For Default. A party will be considered in default of its obligations under this Agreement if such party should fail to observe, to comply with, or to perform any term, condition, or covenant contained in this Agreement and such failure continues for ten (10) days after the non-defaulting party gives the defaulting party written notice thereof. In the event of default, the non-defaulting party, upon written notice to the defaulting party, may terminate this Agreement as of the date specified in the notice, and may seek such other and further relief as may be provided by law. To the extent reasonable, the Parties shall endeavor in good faith to prevent the early termination of any ongoing internship as a result of the termination of this Agreement under this section.

Internship Agreement

4. Jurisdiction and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Larimer, State of Colorado.
5. Assignment. No assignment of this Agreement or the rights and obligations hereunder shall be valid without the prior written approval of the parties.
6. Waiver. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision hereof.
7. Anti-Discrimination. The parties agree that in the performance of this Agreement, there will be no discrimination against students, employees, or other persons related to race, color, sex, religion, creed, age, national origin, sexual orientation, or disability.
8. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any previous contracts, understandings, or agreements of the parties, whether oral or written, concerning the subject matter of this Agreement.
9. Amendment. Any amendment to this Agreement must be in writing and must be signed by the parties.
10. Severability. In the event that any provision of this Agreement is held unenforceable for any reason, the remaining provisions of this Agreement shall remain in full force and effect.

We, the undersigned, in consideration of the mutual promises contained herein and other good and valuable consideration hereby agree to cooperate in a high quality and professional field experience in accordance with the above specifications and have read and understand the attached Responsibilities of Student (pp. 19-20), Host Organization (p. 21), and Colorado State University (p. 22).

Host Organization Supervisor (signature) (printed name) _____
date

CSU Student (signature) (printed name) _____
date

The Board of Governors of the
Colorado State University System
acting by and through Colorado
State University, by

CSU Internship Coordinator (signature) (printed name) _____
date

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ATTACHMENT A - Student Responsibilities

The success of the field internship depends a great deal upon how well you, the student, realize your responsibilities. Organizations considerate enough to open their doors to student trainees have regular jobs to do. They must maintain their reputation for professional services. **They cannot tolerate inefficiency, irresponsibility, or other actions by staff or voluntary personnel that may undermine the confidence of their constituents.**

By accepting field training, you become part of the organization. Your attitude and behavior reflects the policies and standards of both the organization and Colorado State University. What you gain in personal experience as a professional practitioner depends upon how much you contribute to helping the organization attain its objectives. And remember, you may be offered permanent employment.

Your responsibilities include the following:

1. You must be a junior or senior in the department and clear your eligibility for the program with your advisor and the Internship Coordinator.
2. You must pass NR 377 or NR 387 - Pre-Internship offered in the Fall of each academic year for one credit. The purpose of this course is to, (a) obtain information about the internship program, (b) develop resume preparation, personal interview, and job search skills, and (c) match your needs, interests and abilities with possible internship opportunities.
3. You must correspond with and make appropriate application to preferred agencies or organizations.
4. After completing NR 377 or NR 387 and receiving an internship offer from your preferred organization, you must register for NRRT 487 for a minimum of 4 or 5 credits, depending on your concentration.
5. You are responsible for your own transportation to and from the internship location.
6. At the work site, you are expected to report to your direct supervisor for instructions, and are expected to follow the instructions given, to carry out the policies and duties outlined by your supervisor, and to meet all scheduled commitments and arrangements made in connection with training assignments.
7. **During the internship, you will be responsible for completing the required academic assignments as described on the Assignment Sheets. This includes communicating professionally with the internship coordinator, submitting assignments on time, and insuring that your internship folder is complete at the end of your internship.** If an assignment will be delayed for any work-related or personal reasons, it is your responsibility to notify the internship coordinator immediately how late the assignment will be. If assignments are received later than the expected due date without prior notification, points will be taken off accordingly.

If you experience a personal crisis during your internship that might interfere or does interfere with your ability to submit your assignments on time you are strongly encouraged to contact CSU Student Case Management and Referral Coordination. This office provides crisis prevention and intervention services. In difficult situations, such as medical, mental health, behavioral, personal or family crisis, illness, or injury a student may find it difficult to navigate the resources and services available. Student Case Managers consult with students, faculty, staff, families, and providers to offer guidance on the next best steps. For more information, please go to: <http://www.studentcasemanagement.colostate.edu/>

NOTE: Being "too busy" or not having access to a computer are not valid excuses for turning in assignments late.

8. While at the work site, you are expected to act in a professional manner including:
 - a) being properly groomed and appropriately dressed at all times;
 - b) performing the work to the best of your ability;
 - c) being timely when reporting for work, meetings, and appointments related to your internship;
 - d) exercising tact and diplomacy in evaluating the organization's philosophy, policies and operating procedures;
 - e) making yourself aware of and acting in accordance with organization regulations; and
 - f) practicing appropriate etiquette and conducting yourself in a professional manner while at your work setting.
9. During the internship, **you are expected to communicate openly with those at your work setting and with Colorado State University's Internship Coordinator.** This means:
 - a) consulting with your supervisor when there are problems you cannot satisfactorily solve yourself or when there is not a clear understanding of what is to be done;
 - b) scheduling regular conferences with your supervisor and other professionals in the organization to become familiar with their responsibilities, challenges, and views of the profession; and
 - c) **periodically contacting the Internship Coordinator** (email communication is sufficient) to discuss the progress of your internship and any matter which you would rather not discuss with your supervisor.
10. You must complete 400 hours of experience for your internship to satisfy the requirements of the Bachelor of Science degree in Natural Resource Tourism or Human Dimensions of Natural Resources.

11. It is your responsibility to arrange for insurance coverage.
12. Everyone is expected to honor Colorado State University's policy on Academic Dishonesty found in the General Catalog (www.catalog.colostate.edu) which, in part, reads as follows:

"Academic misconduct (see examples below) undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty/instructors. Faculty/instructors are expected to use reasonably practical means of preventing and detecting academic misconduct. Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or University disciplinary action. Students are encouraged to positively impact the academic integrity culture of the University by reporting incidents of academic dishonesty.

Examples of academic misconduct include (but are not limited to):

1. Cheating in the Classroom – Cheating includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the instructor in the course syllabus or class presentation. Examples include copying the work of another student on an exam, problem set, or quiz; taking an exam or completing homework for another student; possessing unauthorized notes, study sheets, answer codes, programmed calculators, or other materials during an exam; and falsifying exams or other graded paper results.
 2. Plagiarism – Plagiarism includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment and is related only to work submitted for credit; the failure to cite sources properly; sources must always be appropriately referenced, whether the source is printed, electronic or spoken. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source.
 3. Unauthorized Possession or Disposition of Academic Materials – Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations, term papers, or other academic work; stealing another student's work; using information from or possessing exams that an instructor did not authorize for release to students.
 4. Falsification – Falsification encompasses any untruth, either verbal or written, in one's academic work. Examples include receiving unauthorized assistance or working as a group on a take-home exam, independent exam, or other academic work without authorization, or lying to avoid taking an exam or turning in other academic work. Furthermore, falsification of any University document is a violation of academic integrity. Examples include student identification numbers, transcripts, grade sheets, credentials, University status, or letters of recommendation. Forging a signature is another specific example of falsification.
 5. Facilitation of any act of Academic Misconduct – Facilitation of any act of academic misconduct includes knowingly assisting another to commit an act of misconduct. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one's own work, a student's efforts to cheat on an exam or other academic work. "
13. In order to officially graduate from Colorado State University, it is your responsibility to specify your intent to graduate in RamWeb once you are at 85 credits. If you plan to walk through Commencement before you actually are going to complete your degree requirements, it is important that when you file your intent to graduate that you specify the semester you are actually going to complete all of the requirements for your degree, not the semester you want to walk. Once you file your intent to graduate, the Department of Human Dimensions of Natural Resources will receive notification via email 2 weeks before the beginning of your graduation term and will complete their portion of your Contract for Completion of Major. Graduation contracts must be completed and signed by the Friday of the second week of classes of the student's graduation term. Graduation contracts consist of the most updated version of the Degree Progress Audit (DARS), which will be used for final graduation certification, and will be signed in consultation with the student's advisor(s) at each department where the student is enrolled in a major or minor program of study. For more information, please contact the CSU Degree Section in room 100 Centennial Hall; (970) 491-7159.
- If NRRT 487 is the last requirement needed for your degree, it is your responsibility to **check with the Degree Office for the deadlines** for issuing a degree if you are on the Graduation List for a given semester. Typically, the deadline for the Degree Section to accept a grade change for a course to issue a degree for a given semester is 4 weeks after the semester ends. Accordingly, if you are not going to complete the assignments for your internship by the Degree Section's deadline for issuing degrees, you are responsible for notifying them that you will not complete your internship for the given semester and to remove your name from the Graduation List. If necessary, you may also have to sign a new Contract for Completion of Major to have your name put on the Graduation List for a subsequent semester. For more information see the General Catalog (<http://catalog.colostate.edu/>).
14. You should sign the attached "Photography Consent Form" (page 23) to allow the University to use the photograph as explained in Assignment #10 of the Assignment Checklist.
 15. You should sign the attached "Release of Records Form" (page 23) to allow the University to share with the Host Organization information from your educational records as necessary to effectuate an effective working relationship between the University and the Host Organization.

ATTACHMENT B – Host Organization Responsibilities

The executive officer of the organization is in charge of the student's educational experience. This person serves as a mentor who offers guidance and supervision and who facilitates the student's professional competence within the organization's operations. Without relinquishing their direct responsibility for the training of the intern, this person may assign a qualified staff member as an immediate supervisor or training officer.

The responsibility of the organization to both the intern and Colorado State University starts in full when the intern arrives at the work setting. At that time, the Colorado State University Internship Coordinator assumes a secondary role in the training program, except in cases of breaches of agreement, moral conduct, or emergency situations. Responsibility for the relationship between Colorado State University and the organization in regard to the field internship will be a shared responsibility with the Internship Coordinator.

The responsibilities of the organization and supervisor include:

1. Providing the Colorado State University Internship Coordinator with a description of the intern position including but not limited to:

- job responsibilities	- financial assistance, housing, and other benefits
- educational benefits	- dates of internship
- qualifications and skills	- application procedures
- requirements and duties	- supervision and training
2. Guaranteeing the student at least 400 hours of experience.
3. Recognizing that interns pay tuition, plus travel, lodging, and living expenses during their internship. While a high quality educational experience is of paramount importance to students, **financial support is highly desirable** and for some a necessity. A basic living allowance, lodging, or minimum wage salary is encouraged. Additionally, if the intern is required to furnish their own transportation to carry out the Organization's services, the Organization must reimburse them for incurred expenses. In most cases, interns hired by "for profit" organizations should be compensated at equal to or greater than minimum wage. The U.S. Department of Labor has issued a six-part test (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>) to determine whether an internship can be unpaid:
 1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in the educational environment;
 2. The internship experience is for the benefit of the intern;
 3. The intern does not displace regular employees;
 4. The employer that provides the training derives no immediate advantage from the activities of the intern, and on occasion its operations may be impeded;
 5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
 6. The employer and the intern understand that the intern is not entitled to wages.
4. Approving student as a trainee; allowing the student reasonable freedom of operation in order that a quality educational experience can be realized but at the same time, guiding and advising the student to prevent him/her from functioning in any way that seriously impairs the quality of the organization's services. The Organization shall have the sole authority and control over all aspects of its client services, including those activities wherein interns may be exposed to or interrelate with clients.
5. Introducing the intern to the staff and administrators, helping the student gain acceptance as a member of that staff, and encouraging the staff to periodically visit and share information with the student. The Organization agrees to orient the intern to the Organization's applicable policies and procedures.
6. Arranging for the intern to attend various staff meetings and activities which expose them to such aspects as planning, decision-making, group dynamics, policy formulation, personnel supervision, budgets, and so forth.
7. Helping the intern to understand how their job relates to the total organizational community and helping the intern develop a professional attitude about their work.
8. Abstaining from 'using' the intern for free labor and assigning them full-time to any one particular function for the entire internship period, but, instead, assigning them to a variety of functions. It should be kept in mind that the educational needs of the intern shall not be superseded by the service needs of the Organization.
9. Communicating immediately with the Colorado State University Internship Coordinator in such events related to student health, safety, ethical/professional behavior, or other events which may compromise the integrity of the student, organization, or Colorado State University.
10. The Organization, in its discretion, may at any time exclude from participation hereunder any intern whose performance is determined to be detrimental to the Organization's clients, who fails to comply with proper channels of communication or the provider's established policies and procedures, or whose performance is otherwise unsatisfactory.
11. Periodically evaluating the intern's performance through constructive criticisms and suggestions. **Submitting to the Colorado State University Internship Coordinator an evaluation of the student's performance immediately upon completion of the internship.** A structured "Intern Rating Form by Supervisor" is provided (pages 29-30).

ATTACHMENT C - Colorado State University Responsibilities

The internship is an educational work program involving the student, Colorado State University, and the host organization. The ultimate goals of all three are compatible; and, as a result, this relationship in almost all cases results in a pleasant, meaningful, and rewarding experience.

The responsibilities of the Colorado State University Internship Coordinator include the following:

1. Ensuring that all Interns have completed all applicable prerequisite courses and other requirements necessary prior to internship placement.
2. Undertaking the responsibility for academic administration, curriculum content and programming, intern recruitment, admission, promotion and graduation, maintenance of all intern records and reports, and final determination of all grades to be awarded to interns for internship participation.
3. Helping the intern define career goals, update their resume, identify internship possibilities, initiate correspondence with appropriate agencies or organizations, and otherwise guide them through the application process. (This includes teaching an Pre-Internship course, NR 377 or 387)
4. Holding pre-assignment conferences with prospective interns to go over the details of particular internship opportunities and their compatibility with the student's needs and interests.
5. Approving the assignment of an intern to an organization after analyzing the Organization's intent to provide a high quality learning experience.
6. Communicating with prospective organizations and agencies about possible internship opportunities, representing Colorado State University in all official arrangements with cooperating organizations, and communicating with those who supervise interns.
7. Assisting and advising interns on the circumstances under which interns may need to carry professional liability insurance covering interns for all activities, acts and omissions that may occur related to this internship, as required by the host organization. The University shall advise interns that proof of such insurance may be required prior to the intern beginning the internship.
8. Discussing with the Organization details involving placement of interns. Appraising interns of the confidential nature of client information.
9. Approving the intern's training schedule submitted by the organization.
10. Informing interns of the interns' responsibility to provide any transportation, meals, and lodging related to the internship.
11. Occasionally communicating with supervisors and interns for the purpose of counseling the intern and to consult with the supervisor regarding the performance of the intern.
12. Keeping in strictest confidence any proprietary information, materials, and/or procedures that are part of a student's internship experience. Regular professional ethics are always observed.
13. When possible, arranging for a personal on-site visit with both intern and supervisor. This will not be possible in many cases due to time of year, location, associated travel costs, etc.
14. Removing an intern from an organization when it would seem detrimental to allow them to remain.
15. Studying the organizational reports and weekly journals of the interns to make recommendations or take specific actions as appropriate.
16. Insuring that all interns complete 400 hours of experience.
17. Assisting in the final evaluation of the intern -- grading the student on the basis of organization evaluations and student reports and assignments. Grading will involve reviewing and interpreting, with the student, all internship assignments and assigning a final grade.
18. Making suggested changes to students and organizations when it seems necessary or appropriate.

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Photography Consent Form (#4b)

A facsimile of this form is acceptable. This assignment is optional.

I, (*print name*) _____, hereby grant permission to Colorado State University Department of Human Dimensions of Natural Resources, its employees or representatives, to take and use photographs, videotape or digital images of me for use in educational materials pursuant to this Internship Agreement. These materials might be included in printed or electronic publications, web sites or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me.

 Student Signature

Release of Records Form (#4c)

A facsimile of this form is acceptable. This assignment is optional.

I, (*print name*) _____, recognize that records pertaining to students are generally required by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (a federal law) to be held confidential by the University. Only personally identifiable information designated as “directory information” may be disclosed without first obtaining a signed and dated written consent from the student for such disclosure.

I, (*print name*) _____, (*date of birth*) _____, (*CSU ID #*) _____ hereby give permission to the Internship Coordinator at Colorado State University to release educational records concerning me in their possession to (*name of Organization Supervisor*) _____ at the Host Organization only as necessary to promote an effective working relationship between the Host Organization and the Department of Human Dimensions of Natural Resources at Colorado State University.

This release does not include **medical** or **psychological** records maintained by the University Health Service or Counseling Center.

I understand that the University cannot require me to sign this authorization and it has not done so. I am voluntarily authorizing the release of my records to (*name of Organization Supervisor*) _____.

The disclosure of this information from the student’s education record is made on the condition that the information will be used only for the purposes for which the disclosure is made (as described above) and will not be **redisclosed** without the student’s additional written consent.

I understand that unless specified below this consent will expire **180 days** from the date of signature, unless I revoke or amend it at an earlier date, in writing. I understand that I am free to do so at any time.

Date Authorization expires (if different from 180 days):

Dated this _____ day of _____, 201____.

 (Student signature)

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2-Week Check-In Form (#7a)

[Due between the 14th and 21st calendar day after your internship starting date; 1 point per working day will taken off if late.]

This form can be emailed, faxed, mailed, hand-delivered or submitted within Canvas to the Internship Coordinator.

Intern's Name _____

Internship Organization Name _____

Intern's Phone # _____ Intern's E-mail _____

Supervisor's Name _____

1. Please state below the work responsibilities you have been assigned for your internship, paying special attention to any that may differ from those specified on your Internship Agreement.

2. Indicate 3-5 learning goals you have set for this work experience. Write these down someplace else because you will need to refer to them later on in your internship. **You must give a copy of these goals to your supervisor.** No more than 2 of your goals should be open ended (i.e. "I want to network with as many people as possible"). Try to have specific objectives such as "I want to learn to do X".

3. BRIEFLY describe ideas you have for your Special Project (See Assignment Sheet for more detail).

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Special Project Report Form (#10)

This form can be uploaded in Canvas, emailed, faxed, mailed, or hand-delivered to the Internship Coordinator.
Due by the 7th calendar day after your internship ending date; 1 point per working day will be taken off if late.

Intern's Name _____

Internship Organization Name _____

Intern's Phone # _____ Intern's Email _____

Supervisor's Name _____

1. Briefly describe what you did for your project.

2. Briefly describe how you identified your project, what need was filled within the organization, and what contributions your efforts made.

3. Briefly describe any problems you encountered in pursuing the project.

4. Briefly describe the type(s) of supervision you received or gave during the process of doing your project.

5. Briefly describe what you learned in the process of doing your project.

6. Briefly describe any comments or suggestions for future interns who may pursue a similar type of project.

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3. Do you have any overall comments, observations or suggestions that the Colorado State University faculty need to know for academic or personal career counseling of this intern?

4. From what you have observed of this intern's abilities and knowledge base, do you have any recommendations for how we may better prepare students for professional employment in your organization (specifically, are there subject areas that need to be strengthened?)

5. Do you have any recommendations on how the administrative aspects of the internship program could be improved?

6. Based on job performance, task accomplishment, and overall professionalism, what grade do you assign this intern? (Please check only one grade).

Excellent	<input type="checkbox"/>	A+	<input type="checkbox"/>	A	<input type="checkbox"/>	A-
Above Average	<input type="checkbox"/>	B+	<input type="checkbox"/>	B	<input type="checkbox"/>	B-
Average	<input type="checkbox"/>	C+	<input type="checkbox"/>	C		
Below Average	<input type="checkbox"/>	D				
Failed	<input type="checkbox"/>	F				

7. Did you observe the intern working or work directly with them for a substantial amount of time during the internship?

Yes No

If yes, approximately how many hours per week did you observe or work with them? _____

8. Would you accept another Colorado State University intern? Yes No Maybe

9. What changes, if any, would you make to improve the educational experience you offer to future interns?

10. Additional comments:

Printed Name

Signature

Date

Please return this form to the intern or email/send/fax to address on front. THANK YOU!

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Host Rating by Intern (#11b)

[Due by the 7th day after your internship ending date; 1 point per working day will taken off if late.]

A facsimile of this form is acceptable. You can also fill out this form and submit in Canvas.

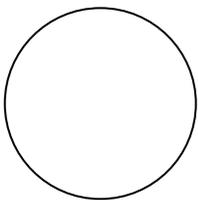
Intern's Name _____

Internship Organization Name _____

Supervisor's Name _____ Title _____

Supervisor's Phone # _____ E-mail _____

1. When you began your internship, you identified several work responsibilities which comprised your work experience. Below, in pie-chart format, draw in the relative percentages of time spent on each of those responsibilities (to equal 100% of your work time). Make any relevant comments about how your work responsibilities changed over the course of your internship.



2. Please indicate your level of agreement or disagreement with the following statements as they relate to your recent internship (select only one response per question). Feel free to make additional comments as you see fit.

	Strongly Disagree	Slightly Disagree	Neutral	Slightly Agree	Strongly Agree
	1	2	3	4	5
My role as an intern was clearly defined by my host organization	<input type="checkbox"/>				
My supervisor was readily available throughout my internship	<input type="checkbox"/>				
My supervisor was helpful throughout my internship	<input type="checkbox"/>				
I received training appropriate to the duties expected of me during my internship	<input type="checkbox"/>				
My host site facilitated a variety of professional experiences for me during my internship	<input type="checkbox"/>				
My host organization had a clear understanding of their responsibilities as an internship host	<input type="checkbox"/>				
My internship responsibilities were consistent with my academic background and preparation	<input type="checkbox"/>				
My field experience fulfilled my initial expectations about an internship	<input type="checkbox"/>				
I would recommend this organization to other potential interns	<input type="checkbox"/>				

Please answer the following questions. Feel free to attach extra pages as necessary.

3. The best part of my internship was:

4. The worst part of my internship was:

5. My host site or supervisor could have helped make my internship more meaningful by:

6. Colorado State University could have helped make my internship more meaningful by:

7. The largest professional contribution I feel I made during the internship was:

8. The most important thing I would tell other students about this internship is:

9. Other comments/suggestions:

2019 Calendar and Assignment Checklist

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						30

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Assignments		Start Date: _____
	Due	Rec'd	End Date: _____
1.			Resume
2.			Goal Statement
3.			Justification
4. a.			Intern. Agreement
b.			Photo Consent Form
c.			Release of Records
5.			Orient. Session & Student Understanding Form
6.			Register for NRRT 487
7. a.			Orient. Report Form
b.			Background Report
8.	Journals		
			#1
			#2
			#3
9.			Photograph
10.			Spec. Project. Rep. Form
11. a.			Intern Rating by Super.
b.			Host Rating by Intern
12.			Thank You Letter

Advice from Previous Interns

The following advice has been accumulated over the years from previous students in the Human Dimensions of Natural Resources and Natural Resource Tourism majors at CSU upon completion of their internship.

- Be open-minded
- Don't limit yourself
- Be flexible
- Don't go in with pre-conceived notions
- Do as many things as possible
- Take advantage of every opportunity
- Ask questions
 - way things are done
 - how things work
 - if you're not sure of something in general
- Show initiative!
- Keep a positive attitude
- Don't get upset
- Use it as an opportunity to network
- Pay attention to details
- Do something out of your comfort zone; that is the only way you'll grow as an individual
- Listen
- Be patient at first, it may take awhile to get up to speed
- Talk with supervisor and agree on job duties

Here is a quote from a former student who was offered a permanent position with the organization she interned with at the end of her internship:

"Take advantage of your position. Make suggestions, ask for feedback and be proactive. By offering input you are not only showing your organization that the intern position is a valuable part of their organizational structure, but you are showcasing your abilities to the people who will be your future references if not your future employers. It is a learning experience. For 10 weeks you get to be on the inside of any chosen career without having to make a long-term commitment. You will get out of your internship what you put into it!"

COURSE CONTENT NOTE: CSU's Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation policy designates faculty and employees of the University as "Responsible Employees." This designation is consistent with federal law and guidance, and requires faculty to report information regarding students who may have experienced any form of sexual harassment, sexual misconduct, relationship violence, stalking or retaliation. This includes information shared with faculty in person, electronic communications or in class assignments. As "Responsible Employees," faculty may refer students to campus resources (see below), together with informing the Office of Support and Safety Assessment to help ensure student safety and welfare. Information regarding sexual harassment, sexual misconduct, relationship violence, stalking and retaliation is treated with the greatest degree of confidentiality possible while also ensuring student and campus safety.

- Any student who may be the victim of sexual harassment, sexual misconduct, relationship violence, stalking or retaliation is encouraged to report to CSU through one or more of the following resources:
 - Emergency Response 911
 - Deputy Title IX Coordinator/Office of Support and Safety Assessment (970) 491-1350
 - Colorado State University Police Department (non-emergency) (970) 491-6425

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Orientation Session and Student Understanding Form (# 5)

[Due at the end of your Orientation Session.]

A facsimile of this form is acceptable.

Intern's Name _____ Today's Date _____

Please initial each paragraph below indicating that you have read and understand the following information and policies.

_____ I have read and understand this entire internship guide, including the grading structure and due dates for the internship assignments. I understand that late points will be deducted accordingly from any assignment received after its' respective due date.

_____ I understand that if an assignment is going to be delayed due to personal or work reasons that I will let the Internship Coordinator know AHEAD OF TIME if at all possible. Otherwise I will contact the Internship Coordinator as soon as I can to let them know.

_____ I understand that my internship cannot officially start and I cannot start counting hours until I am registered for NRRT 487 and my Internship Agreement has been signed by myself, my supervisor, and the Internship Coordinator at Colorado State University. I understand that it is ultimately my responsibility as the student to insure that my assignments are received by the Internship Coordinator.

_____ I understand Colorado State University's policy on Academic Dishonesty and agree to adhere to that policy as paraphrased on page 20, #12 in this guide. Specifically, I understand that if I submit an assignment without properly citing references this is plagiarism and I may be assigned an academic penalty and reported to the CSU Office of Conflict Resolution and Student Conduct Services.

If you do not understand any part of this Internship Guide, it is your responsibility to seek clarification from the Internship Coordinator before your internship begins.

This form must be initialed, dated, and submitted to the Internship Coordinator at the end of your Orientation Session; prior to the start of your internship.