



ESS 487 INTERNSHIP GUIDE

Colorado State University
Department of Ecosystem Science & Sustainability
1476 Campus Delivery Colorado State University
Fort Collins, CO 80523-1476

Dr. Kaye Holman
ESS Internship Coordinator
(970) 491-2139
kaye.holman@colostate.edu

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Acknowledgement:

The Department of Ecosystem Science and Sustainability at Colorado State University (CSU) acknowledges Paul Layden, Internship Coordinator in the Department of Human Dimensions of Natural Resources, and the staff of the General Counsel Office for the Colorado State University System for having first developed many of the guidelines and forms contained in this document. Our deepest and heartfelt appreciation is extended to them for their support of our work to develop and offer an internship option for students in Ecosystem Science and Sustainability.

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ESS Professional Development & Engagement Requirement

What is the ESS Professional Development & Engagement Requirement?

All Ecosystem Science and Sustainability (ESS) majors in the Department of Ecosystem Science and Sustainability are required to complete a Professional Development and Engagement requirement through one of the four options below:

- NR 220: Natural Resource Ecology & Measurements
- ESS 487: Internship
- ESS 220/ESS 221/ESS298: Research Skills, Methods, and Directed Placement
- Department-Approved Study Abroad

How do I use ESS 487 to satisfy the requirement?

ESS 487: Internship is supervised work experience in professional settings related to ecosystem science and sustainability. ESS 487 may be taken to satisfy the ESS Professional Development & Engagement requirement in the major if the course is completed for at least 5 credits.

The course description for ESS 487: Internship, as published in the CSU Catalog, is as follows:

ESS 487 Internship Credits: Var[1-6] (0-0-0)

Course Description: Supervised work experience in professional settings related to Ecosystem Science and Sustainability.

Prerequisite: ESS 320

Registration Information: Written consent of instructor.

Terms Offered: Fall, Spring, Summer.

Grade Mode: S/U Sat/Unsat Only.

Special Course Fee: No.

Why do an internship as part of my ESS major?

ESS faculty recognize the value of experiential learning both on and off campus in relation to your development as a professional in fields of ecosystem science and sustainability. Each internship is unique to the student who undertakes it, and by doing an internship, you have opportunity to gain valuable professional skills and experience to support your career goals.

Enrollment Information and Guidelines for ESS 487: Internship

Is ESS 320 really a required prerequisite?

Yes. However, exceptions may be considered on a case-by-case basis in consultation with the ESS Internship Coordinator, Dr. Kaye Holman.

Which organizations and positions qualify as appropriate for the ESS 487: Internship?

You may intern with any organization that advances work related to fields of ecosystem science and sustainability and has a position available for you to directly engage in their work in ecosystem science and/or sustainability—for example, through research, analysis, monitoring, evaluation, public engagement, policy development, education, or outreach. This includes organizations in government, business, and nonprofit sectors.

You may not intern with an organization if you will not directly engage in work related to ecosystems science and sustainability. For example, if you are offered a position with an environmental consulting firm as a receptionist to answer phone calls or a courier to deliver blueprints and documents, such positions do not qualify as directly engaging in work in ecosystem science and sustainability.

When in doubt, please visit with the ESS Internship Coordinator, Dr. Kaye Holman, to determine if the internship will qualify.

Can previous experience be used retroactively to qualify?

No. You must seek a new, pre-approved placement for your internship, even if with an organization that has previously employed you or allowed you to serve as a volunteer.

This means that you may not start a job, then contact the ESS Internship Coordinator and expect hours you have completed will count toward an internship retroactively. They will not.

Can I intern with more than one organization?

No. All of the hours for your ESS 487: Internship must be with the same organization.

Do I have to pay for the internship credits?

Yes. A minimum of 5 credits must be taken in ESS 487: Internship to satisfy the Professional Development & Engagement Requirement. You must pay for the credits as you complete them, including summer sessions if you opt to engage in internship during summer.

Can internship credits be considered in relation to my CSU financial aid package?

Yes. The CSU Office of Financial Aid recognizes ESS 487: Internship as academic credit related to your enrollment status. Visit with a CSU Financial Aid Counselor well in advance of your planned internship to verify your aid eligibility in the timeframe you intend to enroll in ESS 487 and learn your award amount based on your planned enrollment status—i.e., part-time or full-time. The [CSU Financial Aid website](https://financialaid.colostate.edu) can be found at <https://financialaid.colostate.edu> and the office can be contacted by phone at 970-491-6321 and by email at FinancialAid@colostate.edu.

How many hours do I need to complete and how many credits do I enroll in?

You must complete 5 credits of ESS 487, which may be taken over one to three semesters, with summer counting as one semester.

You are required to enroll in 1 credit of ESS 487 in the first semester of your internship placement following the cohort model of experiential learning in ESS to engage in and complete directed assignments on Canvas related to your internship placement.

Additionally, for each 45 hours planned in your internship with your host organization, you must enroll in 1 credit of ESS 487 to account for your actual internship placement work. Each student taking ESS 487 will be required to document a minimum of 180 hours total (4 credits) in the actual internship placement.

What is the cohort model of experiential learning in ESS?

All students beginning an internship in a given semester will be considered a cohort, a group of students engaging in internship placement in the department. In the first semester of your internship placement, while enrolling in credit related to hours you intend to complete with your host organization, you will additionally enroll in 1 credit of ESS 487 to engage with your cohort and the ESS Internship Coordinator.

Can I take other classes while doing an internship?

Yes, you may begin an internship in any semester of summer session at CSU and take other classes simultaneously. Consult [CSU guidelines on Credit Hour and Credit Load and Enrollment Status](http://catalog.colostate.edu/general-catalog/academic-standards/academic-credit/) when weighing consideration on how many hours to commit toward an internship in a given semester or session: <http://catalog.colostate.edu/general-catalog/academic-standards/academic-credit/>.

Can I get paid for my internship?

YES. All students are strongly encouraged to seek a paid internship, although unpaid positions are acceptable in relation to enrolling in ESS 487. 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's [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships) (<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>) provides standards for employers and a Test for Unpaid Interns and Students to determine whether an internship can be unpaid. The test guidelines, per the January 2018 update from the U.S. Department of Labor, follow below.

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

For additional information, visit the U.S. Department of Labor’s Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call their toll-free information and helpline, available 8 a. to 5 pm, 1-866-4USWAGE (1-866-487-9243).

Can I do an internship abroad?

Yes. If you are planning on interning abroad, you must work with the ESS Internship Coordinator just as you would for an internship locally or elsewhere in the United States, and you must enroll in ESS 487: Internship following department guidelines noted above under “How many hours do I need to complete and how many credits do I enroll in?”

Additionally, you must create an account with the CSU Office of International Programs (OIP) Education Abroad and follow OIP Education Abroad requirements. For more information, visit [CSU’s Education Abroad website for Students](https://educationabroad.colostate.edu/students/) (<https://educationabroad.colostate.edu/students/>) to download their Education Abroad Handbook and set an appointment with a Peer Advisor. You will also be required to create an account with the CSU Education Abroad Office prior to your internship through the myEdAbroad Portal at <http://myedabroad.colostate.edu/>.

What steps do I take for my ESS 487: Internship to officially begin?

Student should plan well in advance of the semester in which they intend to enroll in ESS 487: Internship to ensure they have sufficient time to complete necessary documents and forms and register in ESS 487 credits. No special permissions will be granted for late registration in an internship. Students must enroll in ESS 487: Internship by the semester census date, which typically occurs in the middle of the third week of classes. See [Important Dates](#), as published by the CSU Registrar’s Office: <https://registrar.colostate.edu/faculty-staff/important-dates/>.

The following steps must be completed for ESS Internship Coordinator, Dr. Kaye Holman, in order for you to be approved to register in ESS 487: Internship:

1. Review and complete the Internship Approval Justification Form, located in the Appendix of this *ESS 487 Internship Guide*.
2. Review and complete the Internship Agreement, located in the Appendix of this *ESS 487 Internship Guide*.
3. Schedule two back-to-back advising appointments with the ESS Internship Coordinator, Dr. Kaye Holman, to submit the following four (4) completed documents:
 - (a) Internship Approval Justification Form
 - (b) Internship Agreement
 - (c) Photography Consent Form
 - (d) Release of Records Form (optional)

During the appointment, Kaye will review the documents and help you determine your planned enrollment sequencing for the 5 credits in ESS 487.

4. Register in ESS 487: Internship and ensure that you enroll in the correct number of credits for the semester. ESS 487 defaults to 1 credit of enrollment and you must adjust your credit enrollment manually in the RamWeb Registration module. Instruction to make the adjustment will be given to you in your meeting with Dr. Holman.

ESS 487 Grading Structure, Course Management, and Assignments

How is ESS 487 graded?

Satisfactory/Unsatisfactory

Internships and Practica at Colorado State University (CSU) are Instructor-Option graded courses which means the instructor must inform the student how they will be evaluated for the course. ESS 487 will be graded only on a Satisfactory/Unsatisfactory (“S” or “U”) basis, in accordance with the course description published in the CSU Catalog. Students must earn a Satisfactory “S” in all 5 credits of ESS 487.

Incomplete

Because the grading cycle at CSU will not always correspond with the dates of your internship, you may receive an Incomplete (“I”) to indicate that your internship was not completed within that grading cycle. If you receive an Incomplete (“I”), a Grade Change will be submitted to the CSU Registrar’s Office as soon as you turn in all your internship assignments and provide evidence that all work hours with the host organization have been completed.

If you have an Incomplete “I” in ESS 487 but are not enrolled in any other courses for the following semester, CSU will not consider you an active student on campus. In such an instance, there are several things to consider:

- You will not have access to CSU services or facilities.
- Your CSU email and access to Canvas should remain active for at least 6 months.
- You will need to notify the CSU Registrar’s Office if your intended semester of graduation has changed.

Any course with a grade of Incomplete “I” will convert to a course with grade of Unsatisfactory “U” if you have not resolved the incomplete portions of the course with 12 months of the Incomplete “I” being issued.

How is ESS 487 managed—in a classroom setting or online?

ESS 487 is managed in an online setting through the [CSU Canvas portal](#).

How are assignments submitted?

Instructions for assignment submission are detailed in the ESS 487 Canvas site. It is up to you to ensure that your assignments are received by the ESS Internship Coordinator. If you will not have access to the Internet, it is your responsibility to find an alternate method to submit your assignments on time. Plan—in advance—for how you will meet assignment deadlines and make arrangements with the ESS Internship Coordinator accordingly.

Appendices

Colorado State University
Department of Ecosystem Science & Sustainability
1476 Campus Delivery
Fort Collins, CO 80523-1476
Voice +1 (970) 491-2139 | Fax +1 (970) 491-1965 | kaye.holman@colostate.edu

Internship Approval & Justification Form

This form must be filled out by the student prior to the start of their internship. It is the student's responsibility to obtain the necessary information from the host organization. All four sections (I-IV) of the form must be completed by the student and approved by the ESS Internship Coordinator prior to the student's internship start date. This form can be mailed, faxed, emailed, or hand-delivered to the ESS Internship Coordinator.

Part I – Student

Name: _____ Internship Start Date: _____
Mailing Address: _____ Internship End Date: _____
Phone: _____
Email: _____

Part II – Host Organization

Organization Name: _____
Supervisor Name & Title: _____
Mailing Address: _____

Phone: _____ Email: _____
Website: _____

Part III - Student Eligibility – Completion of ESS 320.

Semester: _____ Year: _____

Part IV - Justification Statement – Please provide answers to the following six questions on a separate sheet of paper.

1. Describe the Internship Host Organization you have chosen. Who are they and what do they do?
2. How does this internship relate to your professional goals in ecosystem science and sustainability?
3. Do you have any reservations, concerns, or fears about the internship—e.g., location, personalities, living arrangements, or expectations?
4. What can you contribute to the organization? Speak specifically to the knowledge, skills, and abilities you can bring to the organization?
5. Describe your job duties, as you have discussed them with the Supervisor from your Host Organization.
6. Considering the job duties described in Question 4, mention three (3) courses you've taken in college by course name or number and one to two (1-2) pieces of knowledge you anticipate using in your internship to perform your duties.

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Voice +1 (970) 491-2139 | Fax +1 (970) 491-1965 | kaye.holman@colostate.edu

Internship Agreement

The internship does not officially start until the student has registered in ESS 487 at Colorado State University (CSU). Permission to register in this course will not be granted until all sections of this form are completed, and it is submitted to Dr. Kaye Holman in the CSU Department of Ecosystem Science & Sustainability. A facsimile or scanned copy of the form is acceptable for submission. Pictures of the form cannot be accepted.

Student & Emergency Contact

Name: _____ CSU ID # _____ - _____ - _____
Internship Mailing Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____ Country (if applicable): _____
Local or Mobile Phone: _____ E-mail: _____
.....
Emergency Contact: _____ Relationship to You: _____
Mailing Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____ Country (if applicable): _____
Phone: _____ E-mail: _____

Host Organization

Organization Name: _____
Supervisor Name & Title: _____
Mailing Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____ Country (if applicable): _____
Phone: _____ Fax: _____
Email: _____ Website: _____

Internship Position

Compensation—e.g., hourly wage, stipend, tips, housing, discounts, pro deals, meals. or n/a: _____

The internship must consist of a multi-faceted work and/or learning experience. Each job duty MUST be listed separately and have an actual or range of percentage of time the student is estimated to perform the duty. **Forms received with only one job duty or will not be accepted by Colorado State University,**

| Specific Job Functions | Percent of Time |
|------------------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Physical location(s) where the internship will be performed: _____

Internship Start Date MM/DD/YY: _____ Internship End Date MM/DD/YY: _____

Student is required to complete 180 hours of work. Forms received without a date will not be accepted by Colorado State University.

Internship Agreement

Terms and Conditions

Attachments (A) Student Responsibilities, (B) Host Organization Responsibilities and (C) Colorado State University Responsibilities are incorporated herein by this reference.

Liability and Insurance; Governmental Immunity

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.

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.

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.

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.

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.

Termination

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.

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.

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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 reflect 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.

1. Your responsibilities preparing for the internship include:
 - having passed ESS 320 and clearing your eligibility for the internship program with the ESS Internship Coordinator.
 - corresponding with and making appropriate application to preferred agencies or organizations.
 - registering for ESS 487 for a minimum of 5 credits.
 - arranging your own transportation to and from the internship location.

2. During the internship, you will be responsible for completing the required academic assignments in ESS 487. This includes communicating professionally with the ESS Internship Coordinator and submitting assignments on time. If an assignment will be delayed for any work-related or personal reasons, it is your responsibility to notify the ESS 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. Being “too busy” or not having access to a computer are not valid excuses for turning in assignments late.

3. At the work site, you are expected to report to your 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. While at the work site, you are expected to act in a professional manner including:
 - being properly groomed and appropriately dressed at all times;
 - performing the work to the best of your ability;
 - being timely when reporting for work, meetings, and appointments related to your internship;
 - exercising tact and diplomacy in evaluating the organization's philosophy, policies and operating procedures;
 - making yourself aware of and acting in accordance with organization regulations; and
 - practicing appropriate etiquette and conducting yourself in a professional manner while at your work setting.

4. During the internship, you are expected to communicate openly with those at your work setting and with the ESS Internship Coordinator. This means:
 - 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;
 - 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
 - periodically contacting the ESS Internship Coordinator to discuss the progress of your internship and any matter which you would rather not discuss with your supervisor.

5. You must enroll in 5 total credits of ESS 487 and successfully complete (a) 180 hours of internship experience (4 credits of ESS 487) and (b) participation in the 1-semester cohort model on Canvas (1 credit of ESS 487) led by the ESS Internship Coordinator to satisfy the requirements of the ESS Professional Development & Engagement Requirement in the Department of Ecosystem Science and Sustainability.

6. In order to be a candidate for graduation at Colorado State University, it is your responsibility to specify your intended semester of graduation in RamWeb. It is important that you specify the actual semester you plan to complete degree requirements—especially, if you plan to walk at Commencement in a semester before completing your degree.

If ESS or WR 487 is the last requirement needed for your degree and you earn an Incomplete “I” in the course in the semester you intend to graduate, it is your responsibility to update the CSU Registrar’s Office with your new semester of intended graduation. Please contact the CSU Registrar’s Office in Centennial Hall, Room 100 or (970) 491-7159 for assistance in such an instance.

7. It is your responsibility to arrange for insurance coverage.
8. 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.”
9. If you experience a personal crisis during your internship, you are strongly encouraged to contact CSU Student Case Management for referral and any related coordination assistance. 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 can consult with students, faculty, staff, families, and providers to offer guidance and assistance. You can reach them at (970) 491-8051 or help4rams@colostate.edu or visit them at <http://www.studentcasemanagement.colostate.edu/>.

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:
 - a. job responsibilities
 - b. educational benefits
 - c. qualifications and skills
 - d. requirements and duties
 - e. financial assistance, housing, and other benefits
 - f. dates of internship
 - g. application procedures
 - h. supervision and training
2. Guaranteeing the student at least 180 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 seven-part test (<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>) to determine whether an internship can be unpaid:
 - a. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
 - b. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
 - c. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
 - d. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
 - e. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
 - f. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
 - g. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

The organization is solely responsible for the interpretation and application of this guidance, as well as any and all liability incurred as a result.

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 form will be provided to the student to share with you.

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.
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 180 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.
18. Making suggested changes to students and organizations when it seems necessary or appropriate.

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Colorado State University
Department of Ecosystem Science & Sustainability
1476 Campus Delivery
Fort Collins, CO 80523-1476
Voice +1 (970) 491-2139 | Fax +1 (970) 491-1965 | kaye.holman@colostate.edu

Photography Consent Form

Instructions: Review the consent statements below and approve the one applicable to you.

Consent Statement #1 – Granting Permission to Colorado State University

I, _____, hereby grant permission to Colorado State University, 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, websites 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

Student Name

Date

Consent Statement #2 – Denying Permission to Colorado State University

I, _____, do not grant permission to Colorado State University, 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.

Student Signature

Student Name

Date

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**Release of Records Form
(optional)**

Instructions: Review the consent statements below, and if in agreement with the authorization for the release of records, sign and return this form to the ESS Internship Coordinator.

I, _____, 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, _____, hereby give permission to the Ecosystem Science & Sustainability Internship Coordinator to release educational records concerning me in their possession to _____ at the Host Organization only as necessary to promote an effective working relationship between the Host Organization and the Department of Ecosystem Science & Sustainability at Colorado State University.

This release does not include medical or psychological records maintained by the University Health Network 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.

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): _____

Student Signature

Student Name

Date

Date of Birth

CSU ID

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