

ESRM 399 Field or Teaching Internships

School of Environmental and Forest Sciences

Description and Guidelines

The general purpose of an internship is to provide students with an opportunity to gain experience, either in the field or in teaching. In addition to the work expectations set by a participating organization or faculty member, students are required to fulfill specific academic requirements during the internship.

Internship set-up

Students are responsible for exploring and coordinating internship opportunities and communicating this information back to SEFS. This includes: making initial contact to express interest, identifying an internship supervisor, determining the type of work available, and determining the length of the internship (typically one quarter).

Once a general agreement to arrange an internship is reached, students must submit an application (see reverse) that outlines the details of the internship and why it is important to their program. The supervising SEFS faculty reviews the application, completes the faculty section, and returns it to the student for processing in Student and Academic Services.

Credits and Registration

Registration for ESRM 399 Internship requires a faculty add code from the faculty overseeing the internship. Grading is Credit/No Credit (CR/NC) and the student may earn variable credit from 1-5 credits. Students are expected to spend approximately three hours of work/study each week for each credit earned. Internship is repeatable up to 15 credits, with faculty approval. Teaching internships require that the student demonstrate a mastery of the internship course content.

Compensation

Students are welcome to negotiate compensation with the internship organization if it is outside of SEFS, and SEFS is not involved in the negotiation process. Teaching internships are not compensated beyond awarding credit for the experience.

Student Course Work, Responsibilities, and Evaluation

Prior to the beginning of the internship, the student should obtain a list of work expectations from the internship supervisor. This list should be shared with the supervising faculty to determine the basis for a grade and the appropriateness of the work. Assignments will vary according to each internship and course content. Teaching internships are not appropriate training for students to run independent labs or sections of courses. Participating students are **expected to check in regularly** with their supervisors to make sure that expectations are clear, guidelines are being followed, and assignments are being completed.

Upon completion of the internship, the student presents an oral and written report on his or her experience and accomplishments to the supervisor. The supervisor then gives a written evaluation of the student's performance, which, if made by an outside organization, is forwarded to the faculty for final grading evaluation.

Conduct and Safety

Students are representing the UW and SEFS during their internship and are expected to behave professionally and practice good field and classroom safety. Reports to the contrary may result in the student being asked to leave the internship without receiving credit.

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Student Application for Permission to Register

~ Please print ~

Student Information

Name: _____ Intended Graduation Date: _____

Phone: _____ Email: _____

UW student number: _____ Major: _____

Internship Information

Internship quarter/year requested: _____ Amount of credit sought: _____

Course or organization: _____

(Teaching Only) Previous course taken (QTR/YR) and numeric grade: (_____/_____) _____

Start and completion dates of internship: _____ to _____

Contact person, title, and phone: _____

Internship responsibilities: _____

Relevance to major and future goals: _____

TO BE COMPLETED BY SUPERVISING SEFS FACULTY PRIOR TO REGISTRATION

Professor: _____ Quarter to register: ____/____ Credits allowed: _____

Requirements for credit: _____

Agreed to progress report dates: 1) _____ 2) _____

Signature

Date:

Return completed application to SEFS Student Services (AND 116/130) for registration faculty code.