

**School of Natural Resources—Fisheries and Wildlife Major
University of Nebraska-Lincoln
NRES 497 Career Experiences
Internship Guidelines**

Student Name: _____

Circle current status: Freshman Sophomore Junior Senior

Company/agency: _____

Internship Supervisor (on-site): _____

Internship Evaluator (at UNL): _____

Term (Fall/Spring/Summer): _____ **Year:** _____

Up to 6 credits of NRES 497 may be taken, although only 1-3 credits are required for different options in the F&W major. Discuss this decision with your advisor.

NRES 497 credits	Minimum internship work hours
<input type="checkbox"/> 1	40
<input type="checkbox"/> 2	80
<input type="checkbox"/> 3	120
<input type="checkbox"/> 4	160
<input type="checkbox"/> 5	200
<input type="checkbox"/> 6	240

Congratulations on your decision to complete an internship! The guidelines provided here are intended to make your internship a positive learning experience.

The intern is not to enroll in NRES 497 credit until this form has been completely filled out and signed by all parties. A grade will not be assigned until the internship is completed and the final report has been reviewed by the on-campus evaluator. The evaluator may be your faculty advisor, advising coordinator, or another faculty member of your choice.

Internship agreement forms should be completed and delivered to the SNR Advising Coordinator (Sara Winn, 102A Hardin Hall) or the SNR Undergraduate Secretary (Patty Swanson, 102 Hardin Hall) by the following deadlines:

- August 1 for Fall Semester internships
- December 1 for Spring Semester internships
- May 1 for Summer Session internships

Any requests turned in after these deadlines will need to be approved by the F&W Major Coordinator, Dr. Larkin Powell.

To receive a grade for the semester in which the internship was taken, you must turn in all required documents no later than one week prior to the last day of classes for that semester. If work is turned in after that date you will receive an incomplete (I) for the course and a grade will be assigned after the work has been graded.

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Internship Agreement**

Student Name _____ Student ID _____

Permanent Address _____

City _____ State _____ ZIP _____

Email _____ Phone _____

If different:

Address during internship: _____

City _____ State _____ ZIP _____ Phone _____

Internship supervisor/contact (*person representing the employer who will be directly responsible for advising, observing, and supervising the intern*):

Name _____ Title _____

Company/agency: _____

Address _____

City _____ State _____ ZIP _____

Email _____ Phone _____

Period of Internship: From _____ to _____

Work Hours/Week _____ Is this a paid position? Yes No

What are your goals for the internship (work with your evaluator to establish your goals)?

- 1.
- 2.
- 3.

What city or location will the internship occur?

What type of position will you hold during the internship? Job title?

Describe the person you will be working for. What is their position in the organization?
Will they be closely supervising you, or is this position unsupervised?

Who at UNL will be responsible for advising, observing, reading and evaluating the final reports and evaluating the intern during and concluding the proposed internship?

The intern will be responsible for:

- Finding an internship opportunity.
- Keeping a journal of his/her experiences. This journal is to always be ready for inspection.
 - The journal should include a log of your activities, but should also include reflection and introspection about your experience. How do you feel your internship is preparing you for a professional career?
- Submitting a final typed, written report following the conclusion of the internship. The report should be submitted to the employer of the intern and the UNL evaluator of the intern. The report should include the following information:
 - What is the mission of the agency or organization?
 - How did your experience relate to that mission statement?
 - Describe how you met your goals for the internship (previous page).
 - What did you enjoy most about your experience? Least?
 - How did your internship experience influence your academic and career goals?
 - Overall opinion of this experience.
 - Include a photo of yourself during the internship.

The instructor/evaluator will be responsible for:

- Ensuring the expected learning experiences are appropriate for the student's major.
- Assisting the student to establish reasonable goals for the internship.
- Ensuring adequate liaison has been made with the employer before the internship begins.
- Reviewing the journal and final reports submitted by the student.
- Assigning the final grade.

The employer will be responsible to this program for:

- Providing an objective evaluation (verbally or in writing) of the student's work performance at the end of the internship.

Student signature _____ Date _____

Evaluator signature _____ Date _____

Faculty Advisor signature _____ Date _____

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