

**School of Natural Resources—Fisheries and Wildlife Major
University of Nebraska-Lincoln**

**NRES 497 Career Experiences
Internship Guidelines**

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 the above form has been completely filled out and signed. 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 advisor or another faculty member of your choice.

Internship agreement forms should be completed and delivered to the SNR Undergraduate Secretary (Susan Vosler) 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. All students must have an approved internship agreement on file BEFORE you will be registered for the class. You will receive the call number for NRES 497 from the SNR Undergraduate Secretary.

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.

Up to 6 credits of NRES 497 may be taken. Discuss this decision with your advisor. Mark your selection below:

	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

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**NRES 497 Career Experiences
Internship Agreement**

Student Name _____ Student ID _____

Permanent Address _____

City _____ State _____ ZIP _____

Email _____ Phone _____

Circle current status: Freshman Sophomore Junior Senior

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 evaluating 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 will be the general emphasis of the internship?

Where will the learning experiences occur?

What is the nature of the employer's responsibility during the proposed internship?

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?

What is the approximate date for the mid-term internship evaluation (select a date half-way through your anticipated internship)?

The intern will be responsible for:

- Keeping a daily 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 monthly progress report to his/her advisor. A more frequent reporting may be requested.
- Participating in a mid-term evaluation of the internship with your UNL evaluator and your on-site internship supervisor.
- Submitting a final typed, written report following the conclusion of the internship. 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? What did you learn that relates to the objectives you set for this internship?

The advisor and instructor/evaluator will be responsible for:

- Ensuring the expected learning experiences are appropriate for the student's major.
- Ensuring adequate liaison has been made with the employer before the internship begins.
- Making contact (in person or by phone) with the employer at the mid-term of the internship and at the completion of the internship.
- Reviewing the work log 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.
- Conduct a mid-term evaluation of the internship.

Student signature _____ Date _____

Evaluator signature _____ Date _____

Advisor signature _____ Date _____

Please attach the CASNR Contract Form, outlining the internship's objectives. Provide a copy of the signed form to (1) the SNR Undergraduate Secretary, (2) your on-campus internship evaluator, and (3) your academic advisor.