



ACADEMIC INTERNSHIP CHECK LIST

1. **Meet with your academic advisor to see if receiving credit for your internship will help satisfy your degree requirements.**

2. **Prior to registration:**
 - Meet with the Natural Resources Internship Coordinator to discuss requirements for NR 410.
 - Obtain registration clearance for NR 410 from the Natural Resources Internship Coordinator.
 - Register for NR 410 online.

3. **First week of the term:**
 - Turn in the *Intern/Sponsor Agreement* form.
 - Turn in a description of the format for your final written report.

4. **Throughout the term:**
 - Complete monthly internship reports, as specified by the Natural Resources Internship Coordinator.

5. **Last week of the term (by Friday prior to Finals Week):**
 - Submit your final written report.

*These deadlines are set according to the academic term during which you enroll in NR 410. Please note the first and last weeks of the term might not correspond to the first and last weeks of your internship. Requirements for NR 410 are based on the academic term, **not** on the dates of your internship.*