



NATURAL RESOURCES INTERNSHIPS FOR CREDIT

All students majoring in Natural Resources have the option of completing an internship that can involve working with regional, state, or federal land management agencies or with organizations involved in resource management.

To earn credit for the internship experience, students must enroll in NR 410. Total credit for internships may vary from 1 to 6 credit hours. However, under most situations, credit will be provided for no more than 3 credit hours. The amount of approved work needed to earn a credit is the same as for normal academic course work. For example, one hour of credit represents about 30 hours of *focused work* (3 hours per week for 10 weeks).

There are several ways to get an internship. You can create it through personal contacts in an area of interest, or you can apply for internships that are offered through partnerships with OSU-Cascades. Check the bulletin boards on the OSU-Cascades campus, and check with your program or academic advisor for internship opportunities.

Your internship must be approved by the Natural Resources Internship Coordinator in order for you to enroll in NR 410 and earn credits.

You need to meet with the Natural Resources Internship Coordinator **during the term before you want to do an internship**. If you already have an internship opportunity, meet with the Internship Coordinator to complete the necessary paperwork to receive credit. If you do not have an internship, meet with the Internship Coordinator to discuss ways to get one.

THE INTERNSHIP PROCESS

1. Secure your internship and meet with the Internship Coordinator. Contact **MUST** be made with the Internship Coordinator before approval will be granted to register for NR 410. Once your internship has been approved, the registration block will be removed so you can register for internship credits. *You must register for these credits prior to the registration deadline to avoid late registration fees.*
2. A final written report is required for all NR 410 internship projects. It is the student's responsibility to work with the OSU-Cascades Natural Resources Internship Coordinator and with the sponsoring organization to develop a format for the final written report that meets the Natural Resources Program requirements. Depending on the nature of the internship, the written report can take several forms:
 - An extensive, original literature review related to the internship project.
 - A paper describing the research goals and the student's involvement in the project.
 - A copy of the written component of the project, if this was done primarily by the student (e.g., a final report developed for use by the organization).
3. Evaluation of the final report will be completed by the Internship Coordinator, with input from the sponsoring organization (if applicable). The Internship Coordinator will serve as your instructor for NR 410. You will be graded on an A-F scale based on the criteria below. The Internship Coordinator will give you a complete description of these criteria and the expectations for NR 410.

Internship reports: 10%

Final written report:	30%
<u>Internship evaluation:</u>	<u>60%</u>
TOTAL:	100%

Internship reports include a description of your final written report, and monthly check-ins throughout the term.

- Some internships do not correspond with the academic calendar (for example, you might work from April through November on a field project). If your internship does not correspond to Fall, Winter, Spring, or Summer terms, check with the Internship Coordinator about what term to enroll for credits.

RESPONSIBILITIES OF THE INTERN

*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.*

A. At least two week prior to the beginning of the term:

- Meet with the Natural Resources Internship Coordinator to discuss NR 410 requirements. You will not be able to enroll in NR 410 until you have met in person to discuss the academic requirements for your internship.

B. During the first week of the term:

- Complete the *Intern/Sponsor Agreement* with your internship sponsor, and return it to the Internship Coordinator. Signed copies of the *Intern/Sponsor Agreement* will be sent to you and to your project manager.
- Submit a description of the format for your final written report. The Internship Coordinator will give you a complete description of the academic expectations for the final report.

C. Throughout the term:

- Complete monthly internship reports, as specified by the Natural Resources Internship Coordinator. These reports should include a brief update about how your internship is going. If you have any questions about your final written report, or anything else about your internship, this is the time to ask!

D. During the last week of the term (by Friday prior to Finals Week):

- Submit your final written report.

DURING THE ENTIRE PROCESS, PLEASE CONTACT THE NATURAL RESOURCES INTERNSHIP COORDINATOR IF YOU HAVE QUESTIONS OR CONCERNS.

POLICY ON INCOMPLETES

- Incompletes are an option for students who make satisfactory progress, and find themselves in circumstances that preclude them from finishing the work on time.
- Incompletes are only given after consulting with the Internship Coordinator.** In order to receive an incomplete you must contact the Internship Coordinator and provide a written explanation of why the incomplete is needed and a time frame for completion.
- The student has one calendar year to finish the class. If the student fails to complete the work within **one year**, the grade will automatically become an “F.”