



## INTERNSHIP SPONSOR REQUIREMENTS

The Natural Resources Internship Program is intended to help students bridge the gap between practical experience and formal education, and to provide them with the opportunity to use skills they have acquired in the classroom. Interns should be looked upon as contributing staff members and given appropriate responsibilities and assignments in such areas as research, report writing, planning, administration, and public contact.

Most interns serve for 10 weeks, although some students may be able to serve for a longer period. 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).

These guidelines have been written to clarify the relationship among interns, sponsoring organizations, and the Natural Resources Program at Oregon State University-Cascades. Throughout the process, please feel free to contact the Natural Resources Internship Coordinator with questions or concerns.

In addition to daily supervision of the intern, internship sponsors must complete the following:

1. ***Intern/Sponsor Agreement*** – Decide with the intern what their responsibilities will be throughout the internship, and the format their final written report will take. A signed copy of this agreement will be kept by the OSU-Cascades Natural Resources program, the sponsoring organization, and the intern.

A written report is required for all NR 410 internship projects. It is the intern's responsibility to work with the OSU-Cascades Natural Resources Internship Coordinator and with the sponsoring organization to develop a format for the written report that meets the Natural Resources Program guidelines.

Evaluation of the final report will be completed by the Internship Coordinator with input from the sponsoring organization (if applicable). Depending on the nature of the internship, the written report can take one of 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).
2. ***Sponsor's Final Evaluation*** – At the end of the internship, please fill out the *Sponsor's Final Evaluation* form. All your comments are **totally confidential**; the intern will not see them. Your written evaluation should address the following:
    - The intern's strengths and weaknesses in the internship (be as specific as possible);
    - Any other comments you care to make about the intern or the internship.

Many students want a letter of reference for future use. Since the *Sponsor's Final Evaluation* form is confidential and **not** intended as a letter of reference, you may want to talk to the intern about your

preferred method of handling letters of reference.