

SEC/ENVS Internship Checklist

The following are ENVS requirements:

_____ Attend orientation seminar during the second week of the quarter.

_____ Journal. You must keep a comprehensive journal documenting your work throughout the internship. Consult with your faculty advisor on what he/she wishes you to include in the journal. (The Internship Coordinator can also help.)

_____ Attend midterm seminar. Sign up for a midterm seminar date. This seminar is required by the ENVS dept.

_____ Midterm Report. Complete and return the Midterm Report in the back of your Handbook. Note that both your agency and your faculty sponsors must sign this.

_____ Work Deadline - **LAST DAY OF THE QUARTER**. Please turn in the following to the Internship Office:

- a. _____ Analytical Paper (7-10 pages, 5-units, 4-6pages, 2-unit).
- b. _____ Project (for upper division credit) Documentation of project. This becomes part of your internship file and cannot be returned.
- c. _____ Journal. Must be picked up the following quarter from the internship office, unless other arrangements are made.
- d. _____ Student Evaluation of Agency (form in back of Internship Handbook).
- e. _____ Agency Evaluation of you. Submit the written evaluation by your agency sponsor on last day of the quarter.

_____ Grading. The internship office will forward your file to your faculty sponsor. An incomplete file after **the last day of the quarter** could be the basis for a grade of **I** or **NP**. Please note that internships are exempt from the letter grade option; grading is **P/NP/I** only. In addition, **INCOMPLETES** are **NOT** automatic; your faculty sponsor must approve any incomplete.

Questions? Stop by Rm. 491 ISB, or email ckrohn@ucsc.edu, or phone 459-2104.

The following are Student Environmental Center Requirementst of 2 and 5 unit interns:

_____ Attend internship orientation

_____ Attend quarterly retreats

- _____ Determine tasks w/ Coordinator at the beginning of the quarter
- _____ Attend weekly General Gatherings
- _____ Turn in monthly reports
- _____ Attend mid-quarter check-in
- _____ Schedule check-in w/ SOAR staff (Joyce) via email or cruztime mid-quarter
- _____ Create a Vision and Action Plan (5 unit interns)
- _____ Attend weekly General Gatherings (5 unit interns)
- _____ Attend weekly Steering meetings (5 unit interns)
- _____ Attend final evaluation (5 unit interns)