

CONTRACT FOR EVR 4940: ENVIRONMENTAL SCIENCE & POLICY INTERNSHIP

Fall Spring Summer (circle one) _____ (year) _____ CRN _____ credit hours

Students will not be issued a permit to register for EVR 4940 until this contract has been completed and submitted to the ESG Department Internship Coordinator (IC).

This agreement stipulates the activities and requirements for successful completion of EVR 4940. Upon successful completion of all requirements, a grade of S will be forwarded to the registrar. Grades of Incomplete (I) will be assigned only upon mutual agreement of student, IC, and host organization. *Each student intern will:*

1. Prepare a description of planned internship responsibilities (about a half page); fill out this contract and obtain relevant signatures; submit both documents to the ESG Department IC – who will then seek a permit for you to register for EVR 4940.
 2. Register for 3 credit hours*** of EVR 4940 *and* work an average of 12 hours per week during the fall or spring semesters *or* 18 hours per week during the 10-week summer C term.
 3. Submit a daily log of activities detailing actual internship duties to the IC during the week before final exams.
 4. Submit a formal, 10-page final paper on a topic related to your internship to the IC during the week before final exams. In this paper, interns will combine a review of at least 5 references in the academic literature (defined as books, articles or government reports that have references/bibliographies) with a discussion of your internship experiences. You may access articles, books or government reports electronically, but mere web sites will NOT count toward your required minimum of 5 academic references.
 5. Submit a completed ESG Department Intern Information Form (in which you summarize your internship activity) to the IC during the week before final exams.
- *** Students who register for more than 3 credit hours of EVR 4940 **MUST** prepare a written justification *and* obtain the ESG Department Chair's signature on the contract below. You must write a longer final paper *and* work more hours per week. Consult the IC for details.
Standard, 3 credit hour internships do NOT require the Department Chair's signature.

Student Name - Type or Print

Student Email Address

U Number

Mailing Address, City, State, Zip

Student Signature

Telephone Number

Date

Host Organization Rep. Signature

Host Organization Rep. contact info

Date

ESG Internship Coordinator Signature

Date

Dean or Associate Dean Signature

Date

Department Chair Signature (only IF registering for more than 3 credit hours)

Date