

University of Illinois at Urbana-Champaign
Department of Natural Resources & Environmental Sciences
Internship Course Credit
Memorandum of Agreement

Student Name: _____

Student Email: _____ Summer Phone #: _____

Semester for which you want to earn the credit: ___ Fall ___ Spring Year _____

Please note: Summer credit can be arranged, but it results in summer tuition and fee charges.

Employer (Company/Agency): _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Email: _____ Supervisor Phone #: _____

Supervisor Mailing Address: _____

Job Title for Internship: _____

Dates of Participation: _____ # hours/week: _____

Describe specific activities that will be completed for the internship and the approximate percentage of time spent on each activity:

List learning objectives of the internship:

Credits and Evaluation:

_____ credit hour(s) will be awarded for the _____ semester upon successful completion of the academic work based on the internship experience. All requirements are due before Reading Day in the semester for which the credit is to be earned. The academic requirements for this internship are:

1. Written Report of at least 2 pages per credit hour (choose one):

- _____ *Final report that is reflective and evaluative in nature*—The report should be more than a diary of activities, exploring questions such as:
 - What have I learned in NRES and other college courses that was useful in this experience?
 - What did I discover that I need to learn much more about? What course(s) or other experiences can I pursue to learn it?
 - Is this an industry/organization/career path in which I would like to work full time? Why or why not?
 - What did I learn about the characteristics that are important to me in a job?
 - What professional skills do I need to work to develop?
 - Given the knowledge gained in the internship, what campus resources and opportunities should I utilize to move me toward my career goals? Set up a task list with deadlines.

Please note: These questions are designed to guide you in thinking more deeply about your experience and are not required. Feel free to explore different questions.

_____ *Specific written project required by the employment/internship*—Attach a sheet describing the project.

2. Video or PowerPoint illustrating the internship (to be posted on the NRES web site)—The objectives are to:

- Portray the value of the internship to the student
- Illustrate some of the learning that occurred
- Be visually interesting
- Communicate clearly

3. Periodic progress reports to NRES Student Services Coordinator (optional but must be completed if the signed agreement specifies a number)

A total of _____ progress reports will be submitted to the NRES Student Services Coordinator with one being submitted every _____ week(s), beginning _____.

I understand the expectation of the internship to be completed at the time and location noted on this application. The objectives and proposed activities have been prepared in consultation with my faculty supervisor or the NRES Student Services Coordinator and the cooperating employer.

STUDENT SIGNATURE

DATE

Signature

Date

Cooperating Employer _____

NRES Student Services Coordinator _____

(Required for all internships)

Submit this form to:
NRES Student Services Coordinator
N-509 Turner Hall, MC-047, 1102 S. Goodwin Ave., Urbana, IL 61801
EMAIL: nres-ssc@illinois.edu FAX: 217/244-3219