

SUNY Morrisville

# Reference Manual

ENRM 470 Internship in Environmental and  
Natural Resources Management

SUNY Morrisville

2023

Department of Environmental Sciences

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# ENRM 470 – Internship in Environmental and Natural Resources Management: Policies and Guidelines

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The ENRM 470 internship is a dynamic process that begins with the ENRM 450 internship planning course and culminates with an oral presentation and the submission of a portfolio of required materials to the faculty advisor. The steps are sequential, with mandatory documentation, reporting and/or evaluation associated with each. Failure to adhere to the internship process could result in the rejection of an internship proposal or a reduced internship grade.

Course Learning Objectives:

1. Secure an internship in a natural resources field
2. Develop a proposal for the internship based on the format presented in ENRM 450
3. Successfully complete 600 hours of work during that internship
4. Reflect daily on activities, lessons learned, goal progress and other important aspects of the internship work
5. Effectively communicate with co-workers, supervisor, and internship advisor throughout the internship
6. Successfully complete internship goals and objectives
7. Develop and deliver an internship presentation
8. Develop a comprehensive internship portfolio, including a thorough report of goal success with supporting documents

Upon completion of ENRM 450, Internship Orientation, students will have a foundation for completing the process that includes knowledge of, and access to, the following materials:

- List of potential placement sites
- Job application guidelines
- Internship proposal guidelines
- Supervisor evaluation criteria and expectations
- Journal-writing guidelines
- Mid-term self-evaluation form
- Electronic presentation guidelines
- Portfolio and Summary Report guidelines

## INTERNSHIP PROCESS, TIMETABLE AND EVALUATION

### 1. Preparation

- a. ENRM 450 Internship Orientation
  - i. Spring Semester, Junior Year
  - ii. Completion of a Mock Internship Proposal

### 2. Search

- a. Locate potential placement sites
  - i. Initiated in ENRM 450
- b. Conduct preliminary interviews (exploratory contacts; fact-finding and evaluation of options) to address such matters as:
  - i. Housing
  - ii. Salary
  - iii. Transportation
  - iv. Internship goals and objectives
  - v. Supervision
  - vi. Responsibilities (student, agency and faculty advisor)

### 3. Selection

- a. Meet with a faculty member to discuss, evaluate and prioritize the results of the search
- b. Choose a placement site
- c. Schedule a meeting with the agency/supervisor to address:
  - i. Specific internship goals and objectives
  - ii. Terms and conditions of the internship
  - iii. Placement site orientation
  - iv. Other issues and concerns

### 4. Proposal

- a. Create an Internship Proposal that reflects desired goals and objectives of the student and the site. This should include the results of the meeting with agency personnel.

### 5. Approval

- a. Submit the Internship Proposal to the Environmental Science Department for approval
  - i. **Deadline: on, or before, the last day of the 13<sup>th</sup> week of the 14-week semester preceding the semester when the student intends to register for the internship** (i.e., the end of the 13<sup>th</sup> week of the fall semester of the senior year if the student intends to register for the internship in the spring semester of that year or the end of the 13<sup>th</sup> week of the spring semester if the student intends to register for the internship during the summer or fall semesters)
    1. Internship proposals generally take 4-6 weeks to complete including internship advisor review and department approval.
- b. Obtain the required signatures on the Internship Contract:  
*(this can be done at the start of the internship and faxed in to the advisor)*
  - i. Student
  - ii. Faculty advisor
  - iii. Agency supervisor

6. **Registration (and Insurance Coverage)**
  - a. Register, and pay the tuition for, ENRM 470
  - b. A student who does not have an approved and signed internship document filed with the department by the end of the first week of the semester will be dropped from the internship course.
  - c. Insurance coverage: In order to register, students must either purchase the student insurance coverage or provide proof that they are covered as a dependent. If participating in an internship, they are enrolled as full-time students and would have health insurance coverage. The employing party would be responsible for any liability coverage.
  - d. Student activity fees: activity fees for students enrolled in an off-campus internship, and not engaged in on-campus student activities during the internship, can be waived. In order to obtain a waiver, the student must submit a completed waiver form to his/her faculty advisor.
  
7. **Participation**
  - a. Keep a daily journal, electronically, that documents, describes, and analyzes internship activities
  - b. Record the internship with photos
  - c. Retain documents that support completion of measurements
  
8. **Interim reporting**
  - a. Contact the faculty advisor at regular intervals, as instructed
    - i. Submission of recent electronic journal entries is recommended
    - ii. Weekly or biweekly intervals
    - iii. **A student who is unable to submit an interim report electronically, for any reason, is still accountable for reporting as scheduled.**
  
9. **Mid-term assessment**
  - a. Participate in a mid-term assessment that includes **at least TWO of the following** types of assessment:
    - i. Mid-term self-assessment (progress report, especially pertaining to the fulfillment of goals and objectives)
    - ii. Evaluation by the agency supervisor
    - iii. Site visit by the faculty advisor
  - b. Timeline: between 275 and 325 hours of the internship
  
10. **Completion\*; the student must:**
  - a. Schedule and deliver a PowerPoint presentation
    - i. Timeline: near the end of the semester for which the student is enrolled; in the case of a summer internship, the presentation will be scheduled in the fall semester
  - b. Submit a **digital portfolio of required materials** to the faculty advisor that includes: (See Report/Portfolio section for complete details)
    - i. Comprehensive report
    - ii. Power Point presentation
    - iii. Mid-term evaluations
    - iv. Final supervisor evaluation (long form)
    - v. Journal
    - vi. Proposal
    - vii. **Evidence of outcome measurement**

viii. Other materials as advised

- c. *The deadline for completion and submission of the portfolio is approximately one month after completion of the internship; specific dates and times will be determined by the faculty advisor.*

**\*Assignments will not be accepted after the announced deadline.**

**\*A student can not pass the course unless all requirements are met. Meeting all requirements qualifies the student to be graded.**

**\*An intern may receive a maximum extension of one semester for uncompleted work; in the case of an extension, all requirements must be met no later than the last day of the 13<sup>th</sup> week of the semester.**

## Course Grade (Points Earned out of 100 Total Points)

(Detailed grading rubrics are included in the Oral Presentation and Summary Report sections)

<b>Category</b>	<b>Components</b>	<b>Points</b>
<b>Proposal</b>	Quality of goals, objectives, outcomes and measurements, Timeliness of completion; Communication with advisor	<b>5</b>
<b>Oral Presentation</b>	Preparation/knowledge of subject, Content/organization, Presentation, Professionalism	<b>30</b>
<b>Summary Report</b>	Appearance and style, Content and organization, Appendix	<b>30</b>
<b>Final Supervisor Evaluation</b>	Objective (Long Form) and Subjective (Supervisor Comments)	<b>10</b>
<b>Journal</b>	Complete, Descriptive, Analytical	<b>10</b>
<b>Interim Reporting</b>	Communication with Advisor, as Instructed	<b>10</b>
<b>Mid-term Assessment</b>	Goals and Objectives review, Supervisor Evaluation	<b>5</b>
	<b>Total Points, All Categories</b>	<b>100</b>



# Environmental and Natural Resources Management Internship Proposal Guidelines

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## Format and Content

The internship proposal is required for Departmental approval of an internship

The recommended format and content of the proposal are as follows:

- Format:
  - Electronic copy
  - Standard margins, Calibri 11 point font
  - Use Headings and Number pages
  
- Content (with suggestions for organization, by page, in parentheses):
  - Title page (pg. 1)
  
  - Student (name, address and contact information; pg. 2)
  - Faculty Internship Advisor (name, address and contact information; pg. 2)
  - Internship Sponsor (name, address and contact information; pg. 2)
  
  - Internship title, specific work location and job description (pgs. 3-4)
    - Reformat job description if it does not conform to a standard page
  
  - Time Estimates: Start and Finish Dates and Total Hours (pg. 5)
  - Time Estimates (percentages) for the Work Activities (pg. 5)
  
  - Stated Goals and Objectives with Outcomes of Work Activities and Measurements of Outcomes (pgs. 6-8)
  
  - Signed Internship Agreement (pg. 9)
  
  - Résumé, References, Cover letter (pgs. 10-12)

## Goals and Objectives

### GOALS

Definition: a **general outcome statement about *what* you want to learn and accomplish**

Importance:

- Catalyst for internship procurement
- Keep you focused and committed
- Help you prioritize and use time wisely, efficiently
- Keep others focused
- Empowering

Categories:

- Knowledge
- Skills
- Personal growth
- Career development

Examples:

- Develop a better understanding of GIS and GPS applications in natural resource management
- Become proficient in the assessment of quality and quantity of timber and timber products

### OBJECTIVES

Definition: the **specific kinds of activities and experiences** that will help you achieve your goals; ***how you will accomplish your goals***

Importance:

- Provide the placement site with specific information that is a critical component of the internship contract and work experience
- Measurable outcomes; provide a basis for assessment
- **At least two must demonstrate significant synthesis of knowledge or skill**

Examples (pertinent to the previously listed goals):

- Develop a thematic map of a park using GIS and GPS technology that depicts boundaries, vegetation cover types and trail systems
- Design and execute a timber cruise that incorporates point sampling and computer analysis of data
- *Note: objectives must be presented under the goal for which they apply*

## Outcomes and Measurements

### OUTCOMES

Definition: A planning statement that **projects what a student will be able to do** following the completion of the internship and the fulfillment of the specified goals and objectives

Outcomes should be two parts, the specific task(s) which will be completed and the skills or knowledge that will be demonstrated.

#### Examples:

Upon completion of my internship, I will have/been able to

- Supervised a small work crew in the field demonstrating my leadership skills
- Developed two GIS maps depicting bird nests along the shore at different locations and improved my ability to create easy to read maps
- Presented a land use proposal to a public audience demonstrating my public speaking skills

### MEASUREMENTS (Assessment of Outcomes)

Definition of assessment: A **systematic evaluation** of how you did, what you learned, and how successful you were in achieving your internship goals and objectives. **The measurement (assessment) must be performed by someone other than you to provide outside feedback so you can improve your knowledge or skills.**

Measurements also have two parts. One part identifies the assessment tool while the other identifies who will be delivering the assessment or delivering the feedback.

#### Categories and methods of assessment:

- Performance Evaluations
  - Supervisor, Co-worker, Project Manager Evaluations
  - Feedback from participants, clients, focus groups
- “Product” Reviews (maps, factsheets, before and after photos, standard operating procedures, etc.)
  - Feedback from supervisors, co-workers, specialists, users
- Examinations
  - Knowledge or skills assessments administered by supervisors or co-workers, etc.
  - Successful completion of training/certification courses
- Site visitation
  - Written or verbal conveyance of knowledge or skills demonstration (feedback)

Examples: Upon completion of my internship, I will have

- Supervised a small work crew in the field demonstrating my leadership skills
  - My site supervisor and my crew will evaluate my effectiveness during a mid-term and end of season evaluation

- Developed two GIS maps depicting bird nests along the shore at different locations and improved my ability to create easy to read maps
  - Office GIS specialist will review drafts and final versions of the maps
  - (If for public use) a test group will evaluate the readability of the maps and provide me with feedback
- Presented a land use proposal to a public audience demonstrating my public speaking skills
  - Supervisor will provide feedback on my performance after the presentation
  - I will ask members of the audience to
    - evaluate my presentation using a survey
    - provide direct feedback on my presentation skills

Formatting:

Write your goals, objectives, outcomes and measurements in a nested format. Each outcome has its own measurement.

Goal 1:

Objective 1.1:

Outcome 1.1:

Measurement 1.1:

Objective 1.2:

Outcome 1.2:

Measurement 1.2:

### **Mastery Objectives**

- Demonstrate synthesis of ideas, skills, knowledge.
- Shows critical knowledge and/or the creation of original creative documents.

At least **two Mastery Objectives** are necessary for a 400 level internship.

Examples of Critical Analysis or Original Creative Documents

- Management Plan
- Standard Operating Procedures
- Data (collection) Analysis and Report
  - In any field
- Create designs/plans/maps of worthy content
- Critical assessment of work and what was working and why
- Creation of (original) educational materials
  - Fact sheets
  - Presentations
  - Articles
  - Kiosks
  - Detailed nature trails

Mastery Objectives should be denoted with an \*.

# Contracts

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- Agreement for Unpaid Student Internship
- Agreement for Paid Student Internship

## Agreement for Unpaid Student Internship

The following constitutes an Agreement for a Student Internship with the parties indicated below:

Department of Environmental Science  
SUNY Morrisville, PO Box 901, Morrisville, NY 13408

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

### **Sponsor**

Click or tap here to enter text.

### **Student Intern**

The **Sponsor** agrees to provide the **Student Intern** with [Click or tap here to enter text.](#) hours of work experience and supervision in the areas mutually agreed upon by all parties.

The **Sponsor Supervisor**, with overall responsibility for the intern, agrees to sign student time sheets, and complete a Student Evaluation at the conclusion of the internship. The **Sponsor** reserves the right to withdraw from, or discontinue, the Internship immediately with cause. Should this occur, the SUNY Morrisville **Department Internship Advisor** must be notified within 48 hours.

The **Sponsor Supervisor** acknowledges that he/she has read the Student Intern's goals and objectives and agrees to support the Student Intern's work towards these goals. [Click or tap here to enter text.](#) (*Sponsor-initial here*)

**SUNY Morrisville** agrees to monitor the experience of the student intern through the **Department Internship Advisor**. The **Department Internship Advisor** will be available for consultation by both the **Student Intern** and the **Sponsor** and will process a final grade upon completion of intern requirements.

The **Student Intern** agrees to abide by those guidelines established by the **Department Internship Advisor** and the **Sponsor**. The **Student Intern** will demonstrate professionalism, punctuality, dependability, and commitment, as well as understand the importance of being a SUNY Morrisville representative and a volunteer for the **Sponsor**. It is understood that the **Student Intern** will not be considered an employee of the **Sponsor**, and will not be entitled to receive pay or benefits.

Click or tap here to enter text.

**Department Internship Advisor**

Click or tap here to enter text.

**Sponsor**

Click or tap here to enter text.

**Student Intern**

Click or tap here to enter text.

**Date**

Click or tap here to enter text.

**Date**

Click or tap here to enter text.

**Date**

## Agreement for Paid Student Internship

The following constitutes an agreement for a Student Internship with the parties indicated below.

Department of Environmental Science  
SUNY Morrisville, PO Box 901, Morrisville, NY 13408

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

### **Sponsor**

Click or tap here to enter text.

### **Student Intern**

The **Sponsor** agrees to provide the **Student Intern** with [Click or tap here to enter text.](#) hours of work experience and supervision in the areas mutually agreed upon by all parties.

The **Sponsor supervisor**, with overall responsibility for the intern, agrees to sign student time sheets, and complete a Student Evaluation at the conclusion of the internship. The **Sponsor** reserves the right to withdraw from, or discontinue, the Internship immediately with cause. Should this occur, the SUNY Morrisville **Department Internship Advisor** must be notified within 48 hours.

The **Sponsor Supervisor** acknowledges that he/she has read the Student Intern's goals and objectives and agrees to support the Student Intern's work towards these goals. [Click or tap here to enter text.](#) (*Sponsor-initial here*)

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Click or tap here to enter text.

**Department Internship Advisor**

Click or tap here to enter text.

**Sponsor**

Click or tap here to enter text.

**Student Intern**

Click or tap here to enter text.

**Date**

Click or tap here to enter text.

**Date**

Click or tap here to enter text.

**Date**

# Mid-term Evaluations

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Goal Progress Mid-Term Self-Assessment Form

Site Visit Evaluation Form

Student Evaluation Form (page 30)



## Goal Progress Mid-Term Self-Assessment Form:

Student self-assessment of the progress made toward achieving the goals, objectives and outcomes that were submitted in the internship proposal.

### **Assessment of Progress toward Internship Goals, Objectives and Outcomes.**

(Source: the original internship proposal approved prior to the start of the internship)

\*Proof of progress must be included/attached. This can include copies of evaluations (supervisor, peer, audience, etc.), proof of product (map, brochure), photographs, videos, documents created, etc.

To be completed at the approximate mid-point of the internship and reviewed by Internship Advisor.

## Goals and Objectives Mid-Term Self-Assessment

Student Name:

Date:

**Goal No. : 1 (State Goal Here)**

<b>Objective 1:</b>	<b>Progress :</b> 1: Little or none 2: Fair 3: Good 4: Excellent 5: Completed	<b>Proof of Progress (and attach):</b>	<b>Plans for the Objective:</b> 1: Abandon 2: Modify 3: Increase commitment 4: Decrease commitment 5: Maintain current level of commitment 6: Completed; focus on remaining objectives
<b>Objective 2:</b>	<b>Progress :</b> 1: Little or none 2: Fair 3: Good 4: Excellent 5: Completed	<b>Proof of Progress (and attach):</b>	<b>Plans for the Objective:</b> 1: Abandon 2: Modify 3: Increase commitment 4: Decrease commitment 5: Maintain current level of commitment 6: Completed; focus on remaining objectives
<b>Objective 3:</b>	<b>Progress :</b> 1: Little or none 2: Fair 3: Good 4: Excellent 5: Completed	<b>Proof of Progress (and attach):</b>	<b>Plans for the Objective:</b> 1: Abandon 2: Modify 3: Increase commitment 4: Decrease commitment 5: Maintain current level of commitment 6: Completed; focus on remaining objectives

**Comments**

**Goal No.: 2**

<p><b>Objective 1:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 2:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 3:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>

**Comments**

**Goal No.: 3**

<p><b>Objective 1:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 2:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 3:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>

**Comments**

**Goal No.: 4**

<p><b>Objective 1:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 2:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 3:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>

**Comments**

**Goal No.: 5**

<p><b>Objective 1:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 2:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 3:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>

**Comments**

**Goal No.: 6**

<p><b>Objective 1:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 2:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>
<p><b>Objective 3:</b></p>	<p><b>Progress :</b></p> <p>1: Little or none</p> <p>2: Fair</p> <p>3: Good</p> <p>4: Excellent</p> <p>5: Completed</p>	<p><b>Proof of Progress</b> (and attach):</p>	<p><b>Plans for the Objective:</b></p> <p>1: Abandon</p> <p>2: Modify</p> <p>3: Increase commitment</p> <p>4: Decrease commitment</p> <p>5: Maintain current level of commitment</p> <p>6: Completed; focus on remaining objectives</p>

**Comments**

## Site Visit Student Evaluation Form

*Evaluation of the Student by the College Internship Advisor following an On-site Visit*

Student name: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_

Site name: \_\_\_\_\_

Internship Sponsor: \_\_\_\_\_

Date of Site Visitation: \_\_\_\_\_

Type of Visit: In-Person Video-Conference Tele-Conference

Evaluation is to be a collaborative process designed to facilitate growth, to pinpoint areas of strength and difficulty, and to refine goals. It is a tool for evaluating the appropriateness of the particular internship experience and the performance of the student, and is also a vehicle for change.

**Please provide comments on all ratings “Satisfactory.”**

**Professional behavior:** Maintains schedule as agreed; follows organization procedures; relates well with staff, work details well. (DK = Don’t Know, NA = Not Applicable)

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Written material:** Maintains records as required by organization accurately and in a timely manner. Please note what records are required; e.g., job tickets, work orders, project documentation.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

Written materials are well organized, clearly written, with meaningful content, and appropriate to work involved. Please note any particular areas of strength or weakness; e.g., problem definition, behavioral observations, technical competencies.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	



**List Records/Comments:**

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**Preparation:** Is prepared for the task at hand.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

Does reading on technical issues; is active in designing technical solutions; designs technical solutions appropriate to problem and supportive of organization's goals.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Consultation:** Follows a logical format, seeks appropriate information, is able to work interdependently, achieves rapport, maintains customer and coworker cooperation.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Troubleshooting:** Follows standard procedures and methodologies; capable of adapting to customer needs within the context of business and technical goals.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Presentation Skills:** Recognizes and correctly deals with political constraints within the organization.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Supervision:** Prepared and on time for supervision; actively participates in supervision; accepts direction and information without defensiveness; open to discussing process issues, including various strategies and tactics for technical solutions that support organizational mission.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Legal/Ethical:** Knowledge of and behavior consistent with organization's ethical principles and state and national law; seeks consultation and supervision as appropriate for ethical concerns; handles ethical issues sensitively with customers and coworkers; orients customer to confidentiality issues, and maintains confidentiality within appropriate limits.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Personal:** Personal issues do not interfere with work; has a sense of own weaknesses and limitations; aware of own influence on customers and coworkers; takes initiative to improve.

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

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**Overall performance during this evaluation period:**

Unsatisfactory		Satisfactory		Exceptional	DK/NA
1	2	3	4	5	

**Comments:**

(If there are areas of weakness or problems, what efforts are being made to address them; if there are particular strengths, what is being done to increase challenges and learning in those areas?)

# Portfolio and Report Guidelines

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Content for Portfolio- to be submitted electronically (Word or PDF)

- Title page
- Table of contents
  - Can reference sections versus page numbers
- Proposal
- Report (see below)
- Appendix
  - Evidence of Outcome Success (measurements)
  - Journal entries
  - Evaluation forms
    - Mid-evaluation
      - Objective assessment
      - Supervisor evaluation
      - On-site evaluation (optional)
    - Final-evaluation – Long form with comments
  - Supporting materials from internship
    - Agency Documents
    - Copies of maps, brochures, project records, work products etc.
    - Items used to measure outcomes
    - Photographs
    - Other documentation of work completed
  - Course Documents (optional)
  - Copy of Presentation (printed 6 slides per page)

Also, provide a digital copy of your presentation to your Internship Advisor

Content for Summary Report

- Title Page
  - *Specific to Summary Report*
- Table of Contents
  - *Specific to Summary Report*
- Introduction (Background Information primarily written as a narrative)
  - Introductory summary of position
  - Location: name, address, and location map of placement site
  - Employment process and orientation
  - Start and finish dates
  - Work schedules (days, hours, etc.)
  - Total number of hours worked

- Primary activities and % of total hours devoted to each- as a table. (Final breakdown, discussion if different than proposed)
- Supervisor(s): name, title, contact information
- Other
- Goals, Objectives, Outcomes and Measurements
  - List as they were presented in your Proposal
  - If any changes had to be made, include the change and what it replaced. This can be done by striking out the original, indicating and highlighting the change, or through some other means that conveys the message.
- Internship Experiences
  - Describe the major activities you completed as part of your internship, those related to your goals and otherwise. This could be chronological or categorical.
- Success at goal and objective completion
  - In great detail, review each goal and the work in which it fell under. For each goal, describe your objectives and the outcome and measurement for each. Provide the evidence that proves you successfully completed each outcome. For example, this could be describing the feedback process you went through, referencing the measurement tool or product (e.g. map or factsheet) in your appendix, and reflecting on how you feel these tasks helped you reach your objective and how that objective will help you in the future.
    - If you had to change a goal, objective, outcome or measurement explain why and what it was changed to.
    - If you did not successfully complete an objective, explain why and provide a reflection.
    - Include evidence of each outcome or measurement in the Appendix.
  - After completing a narrative for each goal, summarize your success at completing each objective, in outline form.
    - Example:
      - Goal 1: Improve leadership skills while working in the field (Completed)
        - Objective 1.1 Supervised a small work crew in the field demonstrating my leadership skills (Completed)
- Internship Reflection
  - Acquired Skills and Knowledge
    - What skills and knowledge did you gain through this internship (related to goals and otherwise)?
  - Position Challenges
    - What challenges did you face during your internship, on job-related projects and how did you overcome them?
      - Sample challenges: interactions with supervisors, co-workers, or public; physical difficulties; skill or knowledge gaps; travel requirements; etc.
  - Observations, Experiences and Opportunities
    - What else did you observe, experience or participate in that was useful to you?
      - Examples of Observations and Experiences: Your impressions of your internship, personnel relations, chain of command, leadership styles and

effectiveness of superiors, employee interactions, working with other organizations.

- Examples of Opportunities: Attend conferences or meetings, work with other organizations and clients, obtain certifications or attend trainings, etc.
- Critique of Your Internship: (Describe each under a separate heading/paragraph)
  - Academic Preparation
    - Describe your academic preparation (prior course work) in relation to internship responsibilities, what courses were helpful and why?
  - Strengths and Weaknesses
    - What were the strengths and weaknesses of the internship (both personally and professionally)
  - Internship Process
    - What do you think of the SUNY Morrisville/ENSC Internship process (College specific)?
  - Recommendations to the Department
    - What recommendations to the Department do you have to improve the internship process or curriculum?
  - Recommendations to Students
    - What recommendations would you give to students about internships?
- Conclusion
  - Review the key experiences that you had in your internship and reflect on why they were so important.
  - State what your future plans are.
  - Summarize the importance of this internship and internships in general.

Evaluation Criteria:

- See “Report / Portfolio Grading Criteria” on the following page

# Report / Portfolio Grading Criteria

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Criteria	Possible Points				
	Does Not Meet Criteria	Approaching Criteria			Meets Criteria
<b>Writing Style and Quality; Appearance</b>					
Clear, concise, well organized and attractive	0	0.5	1	1.5	2
Grammar, spelling	0	0.75	1.5	2.25	3
<b>Content and Organization</b>					
Introduction					
Summary of position, placement site, search process	0		0.5		1
Start and finish dates; hours,	0		0.5		1
Primary Activity Breakdown	0		0.5		1
Listing of goals, objectives, outcomes and measurements	0		0.5		1
Internship Experiences Description	0	0.5	1	1.5	2
Success of Goals and Objectives					
Each Goal and Objective is described in detail	0	0.75	1.5	2.25	3
Outcomes and Measurements are described in detail	0	0.75	1.5	2.25	3
Outcomes and Measurements are <b>documented</b> in the Appendix	0	0.5	1	1.5	2
Goal and Outcome Success outlined	0		0.5		1
Reflection					
Acquired Skills and Knowledge reviewed	0		0.5		1
Position Challenges reviewed	0		0.5		1
Observations, Experiences and Opportunities reviewed	0		0.5		1
Critique					
Value of academic preparation	0		0.5		1
Strengths and weaknesses of the internship; Process	0		0.5		1
Recommendations to Department and Students	0		0.5		1
Conclusion	0	0.5	1	1.5	2
<b>Portfolio</b>					
Supporting materials	0		0.5		1
Portfolio well organized and attractive	0		0.5		1
<b>Extra Effort</b>					
<b>Deductions</b>					
Journals partial or missing			-0.5		-1
Cover Pages and Tables of Contents partial or missing			-0.5		-1
<b>Report Total (30 possible points)</b>					

COMMENTS:

# Oral Presentation: Requirements and Guidelines

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- **Date:**
  - Near the end of the semester for which the student is enrolled; in the case of a summer internship, the presentation will be scheduled in the fall semester
  
- **Audience (potential):**
  - Natural Resources Conservation students (first or second semester)
  - BT students (those who have not completed their internship requirement)
  - Faculty
  
- **Planning; the intern should contact the:**
  - Faculty member in charge of the course in which the presentation is to be made
  - Faculty advisor
  
- **Content**
  - The format is different than the summary report. Please follow the guidelines below, but reference the Summary Report section for more information on the content of each criteria.
  - You are presenting to an audience who will not have any idea what you did. Please remember to describe elements thoroughly.
  
- **Outline**
  - Introduction: overview of the internship process
    - Title of internship
    - Locations
    - Dates (start, finish) and hours
    - Summary of internship duties
      - Primary Activity Breakdown as it ended up. Initial breakdown, if different, is not needed.
    - Overview of Goals and Objectives
  
  - Description and discussion of the internship experience
    - Detailed description of internship duties, assignments and experiences
      - Review major work efforts, and interesting and unexpected assignments and experiences.
    - Detailed description of Goals and Objectives.
      - Review each objective and what you did to achieve it.

*The two previous criteria can be comingled if it is well organized and explicitly stated when goal or objectives is covered.*

    - Summary of Goal and Objective Completion



- Even if you stated success during the above sections, summarize successes and failure. Suggested: outline or table format.
      - Acquired skills and knowledge
      - Challenges, observations, experiences and opportunities reflection
  - Summary topics:
    - Academic preparation (prior course work) in relation to internship responsibilities
    - Acquired skills and knowledge
    - Strengths and weaknesses of the internship
    - Recommendations (to the Department, future interns, other)
    - Internship reflection and future direction
    - Conclusion
  - Discussion/Questions & Answers
- **Format:**
  - Power Point (or other presentation software) delivery
  - Hard copy (for faculty advisor)
    - Email a copy to faculty advisor
  - 20 minutes, plus 5 minutes for question and answer at the end
- **Preparation:**
  - Communicate equipment needs and confirm the time and date of the presentation at least one week in advance with the faculty contacts
  - Arrive at least 30 minutes prior to the scheduled time
- **Attire:**
  - Professional
- **Evaluation criteria:**
  - See “Oral Report Grading Criteria”, following page
- **Notes:** You only have 20 minutes to present. This means that you should not spend too much time on the less important things. Not everything that you cover in your report should be covered in your presentation. Focus on your job experiences and how they relate to your goals and objectives. See the rubric below for what the faculty will be grading you on.
- You may have handouts with your Goals and Objectives written out. If you do, you still need to review them in your presentation.
- If you are unable to cover a graded criteria in your presentation, you will get a zero for that criteria.

## Oral Report Grading Criteria

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Criteria	Does not Meet Criteria	Approaching Criteria	Meets Criteria	Comments
<b>Preparation/Knowledge of Subject (4 Points)</b>				
Prepared, organized, ready to present	0	0.5	1	
Ability to field questions	0	1	2	
Attire and behavior	0	0.5	1	
<b>Content: (Original, Informative, Organized, Complete; 20 Points)</b>				
<u>Introduction</u>				
Where, when, site information, dates	0	0.5	1	
Overview of internship and primary duties	0	0.5	1	
Introduction to Goals and Objectives	0	0.5	1	
<u>Description and discussion of the internship experience</u>				
Detailed description of internship duties and experiences	0	1	2	3
Review of Goal and Objectives	0	1	2	3
Success in Goal completion	0	0.5	1	
Acquired skills and knowledge	0	0.5	1	2
Challenges, Observations, Experiences and Opportunities	0	0.5	1	2
<u>Summary and conclusions</u>				
Key academic experiences (prior course work) in relation to internship responsibilities	0	0.5	1	
Strengths and weaknesses of the internship	0	0.5	1	
Recommendations (to the Department, future interns, other)	0	0.5	1	2
Reflection on benefit of the internship. Future direction.	0	0.5	1	2
<b>Presentation (6 Points)</b>				
Use of PowerPoint visuals	0	0.5	1	2
Length as instructed (18-20 minutes)	0	1	2	
Speaking style: clear, concise, fluent, relaxed	0	0.5	1	2
<b>Extra Effort</b>				
<b>Presentation Total (30 possible points)</b>				

# Student Evaluation Forms

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For supervisor evaluation of interns:

- Student Evaluation Long-Form - Optional for Mid-Term Evaluation, Mandatory for Final Evaluation
- Student Evaluation Short-Form – For use at Mid-Term Evaluation (or use the Long-Form)

## **Student Evaluation Form (Long Form)**

*Evaluation of Student by the Internship Sponsor*

Student name: \_\_\_\_\_ Fall Spring Summer Year \_\_\_\_\_

Site name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_ Date: \_\_\_\_\_

Method of supervision: Individual \_\_\_\_\_ Group \_\_\_\_\_ Observation \_\_\_\_\_

My experience and knowledge of student is: (Very Limited) 1 2 3 4 5 (Extensive)

**Please rate each category on a scale of 1 – 5 where 1 = Unsatisfactory and 5 = Exceptional  
Please provide comments.**

### **Professional behavior:**

Maintains schedule as agreed; follows organization procedures; relates well with staff, support staff, fellow students, and other professionals; maintains professional behavior with others; handles work details well.

1            2            3            4            5            Not Applicable/Don't Know

### **Comments:**

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### **Written Material:**

Maintains records as required by the organization, accurately and in a timely manner. Please note what is required; e.g., job tickets, work orders, project documentation, other.

1            2            3            4            5            Not Applicable/Don't Know

Written materials are well organized, clearly written, with meaningful content, and appropriate to work involved. Please note any particular areas of strength or weakness; e.g., problem definition, behavioral observations, technical competencies, other

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Preparation:**

Is prepared for the task at hand.

1            2            3            4            5            Not Applicable/Don't Know

Does reading on technical issues; is active in designing technical solutions; designs technical solutions appropriate to problem and supportive of organization's goals.

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Consultation:**

Follows a logical format, seeks appropriate information, is able to work interdependently, achieves rapport, maintains customer and coworker cooperation.

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Troubleshooting:**

Follows standard procedures and methodologies; capable of solving problems in a timely and acceptable manner.

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Field Work:**

Follows guidelines and expectations for field attire and performance; prepared, adaptable and reliable; completes tasks efficiently and effectively

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Presentation Skills:**

Provides appropriate commentary to customers, coworkers, and management.

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Political Skills:**

Recognizes and correctly deals with political constraints within the organization.

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Supervision:**

Prepared and on time for supervision; actively participates in supervision; accepts direction and information without defensiveness; open to discussing process issues, including various strategies and tactics for technical solutions that support organizational mission.

1            2            3            4            5            Not Applicable/Don't Know

**Comments:**

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**Legal/ethical:**

Knowledge of and behavior consistent with organization’s ethical principles and state and national law; seeks consultation and supervision as appropriate for ethical concerns; handles ethical issues sensitively with customers and coworkers; orients customer to confidentiality issues, and maintains confidentiality within appropriate limits.

1            2            3            4            5            Not Applicable/Don’t Know

**Comments:**

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**Personal:**

Personal issues do not interfere with work; has a sense of own weaknesses and limitations; aware of own influence on customers and coworkers; takes initiative to improve.

1            2            3            4            5            Not Applicable/Don’t Know

**Comments:**

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**Overall performance during this evaluation period:**

1            2            3            4            5

**Comments:**

(If there are areas of weakness or problems, what efforts are being made to address them; if there are particular strengths, what is being done to increase challenges and learning in those areas?) Add additional sheets if necessary.

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**This form is to be reviewed with the Intern after completion. Please sign and date indicating when a review took place.**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intern:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Student Evaluation Form (Short Form)**

*Evaluation of Student by the Internship Sponsor*

*Can be used only for mid-term evaluation*

Please circle the number for each question that best evaluates the student. For evaluation purposes, (1) is the lowest and (5) is the highest.

1. During the internship the student has been prompt, dedicated, and consistently energetic in work situations	1	2	3	4	5
2. Progress was significant and the student's contribution to the operation has been noteworthy	1	2	3	4	5
3. The student performed competently and has in some way(s) distinguished himself/herself	1	2	3	4	5
4. The student has been an enthusiastic trainee and was willing to participate in any capacity	1	2	3	4	5
5. The student developed the ability to accept responsibility as an employee	1	2	3	4	5
6. The student's attitude was positive, whether the tasks were menial or active training situations	1	2	3	4	5
7. The student's conduct toward his/her peers and others was excellent	1	2	3	4	5
8. This internship appears to have been a valuable experience to the student's overall growth and development	1	2	3	4	5
9. Based on my observation of the student's knowledge and effort, I would be willing to recommend him/her for an entry-level position	1	2	3	4	5
10. From my viewpoint, this individual has the potential for career advancement	1	2	3	4	5

Please use the back of this evaluation for additional comments that you feel are pertinent to the overall evaluation of this individual. Thank you.

### Supervisor Information

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

This form is to be reviewed with the Intern after completion. Please sign and date indicating when a review took place.

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intern:** \_\_\_\_\_ **Date:** \_\_\_\_\_