



ENRM 470 Internship Requirements Information for Employers

Thank you for considering hiring or hosting a SUNY Morrisville Environmental and Natural Resources Management student at your organization. This sheet contains some information about internship and employer requirements.

Requirements of the Intern

Students completing ENRM 470 Internship in Environmental and Natural Resources Management have numerous requirements to fulfill as they complete their internship:

- Secure a position in a relevant natural resources field
 - Position must contain work activities and experiences appropriate to the intern's chosen field and that will fulfill the requirements of the internship
- Develop a proposal with at least five goals related to professional or personal growth
 - Each goal has at least two or three objectives, some of which must demonstrate a synthesis of knowledge or a culmination of skills worthy of a 15 credit, 400- level capstone course
 - Each goal has a robust outcome and a projected measurement of that outcome
- Completion of at least 600 hours of work
- Daily journals that record the intern's reflection on their work activities, experiences and network
 - Journals are submitted weekly to the intern's advisor for dialogue and tracking
- Documented success at reaching the objectives set forth in the proposal
- Completion of mid-term and final employer evaluations and self-evaluations.
- Preparation of a portfolio with a report detailing the work activities and experiences, goal success, and reflections on the internship as well as providing copies of work products and documentation of outcome measurement
- Delivery of a presentation on their internship to Environmental Sciences faculty and students

Requirements of the Employer/Supervisor

Employers should be supportive of the intern's work:

- Understand and agree to the goals and objectives developed by the intern.
 - The intern should have multiple conversations with the employer before starting to ensure developed goals could be completed during the course of the internship.
- Willing to provide additional feedback to the intern on his/her progress towards those goals and objectives
- Completion of a mid-term and final evaluation of the intern
- Assist the intern with experiences and activities that broaden his/her understanding of the field and profession, working with others, supervising, being a professional or other related concepts.

(over)

Additional Information

- During the spring semester of their junior year, Environmental and Natural Resources Management students take ENRM 450: Internship Orientation. This is a 1 credit course that walks the student through everything the student needs to know to prepare for the 15 credit ENRM 470 Internship.
- Interns are assigned an Internship Advisor from the Environmental Sciences faculty who keep track of the intern's progress and support the intern as they work through the internship
- Internships can be paid, unpaid, or have a stipend
 - If unpaid, it cannot be in place of a position that is normally paid
- Interns are required to carry their own health insurance during their internship
- Interns are required to be on the employer's payroll or listed as an official volunteer and thus covered under the employers appropriate liability insurance: interns are the employee or volunteer of the host site, not SUNY Morrisville.

A successful internship happens when both the intern and the employer understand that while the work of the intern happens over 600 hours on the job, the internship itself happens outside of that time when the student is reflecting on his/her experiences, processing the knowledge and skills gained, and relating those experiences to others: that is the true learning experience.

Questions about the ENRM 470 Internship can be directed to the internship advisor of the student or the internship coordinator for the Environmental Sciences Department, Associate Professor Rebecca Hargrave at hargrajr@morrisville.edu or (315) 684-6239.