



## **NATR 246 - NATURAL RESOURCES INTERNSHIP**

Credits: 4, 12 weeks (~480 hours)

Updated Spring 2019

**Supervising Instructor:** Professor Rebecca Hargrave

202 Bicknell Hall

Office Phone: 315-684-6239

[hargrajr@morrisville.edu](mailto:hargrajr@morrisville.edu)

**Course Description:** The purpose of this course is to encourage students to gain experience relative to their major area of study. Students work at an approved internship site in the natural resources field. While working, students maintain a log of activities and progress towards individually established goals. Upon completion, students compile a written report of their internship work and the success of their goals.

**Justification:** Internships provide real life educational related work experiences that students can use to further their education. Internships also help students identify skills and knowledge they need to expand, make professional connections, and have a comprehensive understanding of the industry they have entered. Internships can also help students determine whether they are in a field they want to pursue.

### **Course Objectives:**

- To gain practical hands on experience in a Natural Resources Conservation field
- To plan and follow through on a project
- Establish goals and learning objectives for employment.
- To work towards achieving goals
- Seek, apply for, interview and secure employment.
- Accept responsibility as an employee.
- Keep a daily journal of work-related experiences, observations and thoughts
- Observe and develop employer-employee relationships.
- Gain knowledge of the natural resources profession.
- Write and send progress reports
- Write a comprehensive summary report

**Prerequisite:** completion of one semester of study in Natural Resources Conservation and permission of faculty.

## Evaluation of the Student

For a grade in this course students will be evaluated on their submitted journals and their final report.

<u>Form of Evaluation</u>	<u>% of Grade</u>
Bi-weekly Journals	20
Final Report	75
Site Supervisor Evaluation	<u>05</u>
	100

<b>Grading Scale:</b>	100 - 94% = A	93 - 90% = A-	89 - 87% = B+	86 - 83% = B	82 - 80% = B-
	79 - 77% = C+	76 - 73% = C	72 - 70% = C-	69 - 65% = D+	64 - 60% = D Below 60% = F

## NATR 246 Overview

Timeline: The 3 phases of the internship process are:

1. Student preparation and advisor approval in the preceding spring semester
2. The on-site internship experience in the summer
3. Report due in the fall after the internship ends

Primary student responsibilities include:

1. Statement of goals and objectives
2. Procurement (interview, internship contract, housing, job-site orientation)
3. Daily journal
4. Progress reports from student to advisor
5. Supervisor evaluation of student performance
6. Summary report

## **Student Responsibilities Prior to, During, and after the Internship**

(Assumes a summer internship, with preparation in the spring semester and finalization in the fall semester)

### Employment Preparation and Procurement – Phase 1 - *Deadline Week 12, Spring Semester*

1. Prepare a resume and cover letter
2. Submit a written outline of personal goals and objectives for the internship to the internship advisor

### Employment Preparation and Procurement – Phase 2 - *Deadline Week 13, Spring Semester*

3. Apply for the internship
4. Interview and secure the position
5. Make arrangements for room and board at the placement site (if necessary)

### Employment Preparation and Procurement – Phase 3 - *Deadline Week 14, Spring Semester*

6. Submit placement site information to the internship advisor, including the placement site and supervisor names, addresses, and contact information.
7. Sign NATR 246 Internship Agreement
8. Register for NATR 246 (must be done through Professor Hargrave or the School Office, not the web)

### Work Experience

1. Keep a daily, electronic journal, observing and documenting internship experiences pertaining to:
  - Business operations and management
  - Personnel relations
  - Supervision
  - Resource management
  - Equipment operation, maintenance and safety
  - Organizational strengths and weaknesses
  - Progress on goals and objectives
  - Other learning experiences
2. Submit a progress reports to the internship advisor:
  - Synopsis of recent activities and learning experiences
  - Primary reference is the daily journal
  - *Reporting schedule: every week, or as assigned by the advisor*
3. Obtain at least one written performance evaluation from the placement site supervisor
  - Standardized form (Morrisville State College or Placement Site)

## Written Report

### Content Outline:

- Title Page
- Table of Contents (with page numbers)
- Contact Information for intern and host site/supervisor
  - Titles, names addresses, phone numbers, e-mail addresses, etc.
- Initial Employment Process
- Initial Internship Goals and Objectives
  - Revised Goals and Objectives (if necessary)
- Reflection on success of Goals and Objectives (2-3+ pages)
  - How well do you think you met your goals?
  - Did you have to revise your goals and objectives? Why?
  - What did you learn?
  - Address each goal and objective separately.
- Significant Experiences (other interesting things that aren't part of your goals and objectives)
- Appendix
  - Journal Entries
  - Supplemental Materials/Reference Materials/Examples of your work
  - Employer Evaluation form

### Format:

- Printed Copy in a Folder
- Standard page format
- 1.5 spacing between sentences
- The report itself should be at least 3-4 pages long

**Required materials must be submitted in a portfolio to the internship advisor by the end of the 4<sup>th</sup> week of the Fall Semester.**

### **Terminology:**

Instructor: the faculty or staff member at the college who oversees the internship

Intern: the student who is working at the site

Internship: a supervised, practical experience in a professional field

Goals: general outcome statements that state what the intern wants to learn and accomplish; categories include knowledge, skills, personal growth and career development

Learning Contract: an agreement between student, supervisor and instructor that clearly states the goals and objectives of the internship

Objectives (Learning Activities): the specific kinds of activities and experiences that will help in the achievement of goals

Site (Placement Site): the place where the student is interning

Supervisor: the intern's boss

### **References:**

Internships in Recreation and Leisure Services: A Practical Guide for Students. 1997. Second Edition. Seagle, Smith and Dalton. Venture Publishing, Inc. State College, PA.

The Successful Internship: Transformation and Empowerment. 1999. Sweitzer and King. Brooks/Cole Publishing Co. Pacific Grove, CA

## Goals and Objectives

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

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

SMART:

- Specific: what exactly
- Measurable: how many
- Attainable (realistic)
- Relevant: does this fit your goal/internship?
- Time-bound: by when. (All will be during your internship, but you may have intermediate checks)

**Goal: Become more proficient in the operation and maintenance of equipment**

Objective No. 1: Operate and maintain heavy equipment

Objective No. 2: Operate and maintain small power equipment

**Goal: Improve interpersonal and communication skills**

Objective No. 1: Develop and review reports on field investigations

Objective No. 2: Work with other employees on projects

Objective No. 3: Create and deliver a presentation

**Goal: Develop leadership and supervisory skills**

Objective No. 1: Plan and conduct environmental education programs

Objective No. 2: Supervise a work crew

Objective No. 3: Discuss leadership and supervisory strategies with agency personnel

**Goal: Broaden understanding of (field)**

**Goal: Improve proficiency with (tool/skill)**





**Employer Evaluation Form for Student Interns**  
 NATR 246 - Internship in Natural Resources  
 Environmental Science Department, Morrisville State College

STUDENT NAME: \_\_\_\_\_

Please rate how well you agree with each statement and provide feedback in the box. Five (5) is the highest agreement, one (1) is the lowest agreement.

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 has 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 been a successful intern.	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): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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