



General instructions for NRS 497: Natural Resources Science Cooperative Internship

The enclosed forms must be completed by all students receiving credit for NRS 497: Natural Resources Science Cooperative Internship. Students may receive 6-12 credits for NRS 497. NRS 497 is graded.

Here is the usual order of events that students follow to successfully complete an Internship:

1. Select an internship and a person at the internship site who will be a good mentor and supervisor. This person (called the "mentor" in the attached forms) will work with you to identify your goals for the internship (see Form A), s/he will agree to satisfy certain responsibilities during the internship (see Form B), and then s/he will evaluate you upon completion of the internship (see Form E).
A list of past and some current internships and mentors is available at the CELS Office of Student Programs in Woodward Hall. NRS faculty and staff may also provide you with ideas and contacts for internships given your interests. You may also develop an internship at an agency of your choosing that has not been used by past students.
2. Select an NRS faculty member who will be a good advisor for your internship. The faculty member will work with you to identify your goals for the internship (see Form A), s/he will receive your proposal and midterm (see Form C) and final reports (see Form D), s/he will evaluate you (in consultation with your Mentor) upon completion of the internship (see Form F), and then s/he will submit a final grade.
3. Complete your "Cooperative Internship Proposal" (Form A in this packet) and have your internship mentor sign the "Mentor's Responsibility" (Form B). The Internship Proposal is a learning contract that the student makes with both the internship mentor and the NRS internship faculty advisor. The Internship Proposal outlines who is involved in the internship (Page 1 of Form A), the goals the student has for the internship (Page 2 of Form A), and the time and credit commitment involved (Page 3 of Form A). The signatures of the student, the mentor, and the faculty advisor are required because the Internship Proposal is a cooperative agreement and contract between these three parties. **The Internship Proposal (Form A) and Mentor's Responsibility (Form B) must be completed and handed in to the NRS internship faculty advisor BEFORE the internship begins.**
4. Complete your mid-term evaluation report (Form C) about half-way through your internship and hand it in to your NRS internship faculty advisor.
5. Complete your final evaluation report (Form D) at the conclusion of your internship and hand it in to your NRS faculty internship advisor. Provide your mentor with the "Mentor's Final Evaluation" (Form E) and kindly request that s/he send it directly to your NRS internship faculty advisor.
6. After all the above have been completed, meet with your NRS internship faculty advisor to discuss your internship. At this meeting, kindly remind your internship faculty advisor that s/he complete a final evaluation (Form F) of your internship.

INTERNSHIP PROPOSAL

Natural Resources Science Cooperative Internship: NRS 497
Department of Natural Resources Science
105 Coastal Institute in Kingston
University of Rhode Island
Kingston, RI 02881

(To be completed by the student in cooperation with a URI faculty advisor and the person at the internship site who will be your mentor and supervisor)

1. Student Name: _____

Address: _____

Telephone: Campus: _____ Home: _____

Email: _____

2. Student's Major: _____

3. Academic Advisor: _____

4. Internship Faculty Advisor: _____

5. Name of Cooperating Agency: _____

6. Address of Cooperating Agency: _____

7. Mentor's Name at Cooperating Agency: _____

Telephone: _____ FAX: _____

Email: _____

8. Describe activities you will engage in at the cooperating agency:

9. Explain how such experience will be of value to you (at present and in future):

10. Financial arrangement with Cooperating Agency, if any: _____

11. Starting Date: _____ Termination Date: _____
12. Number of hours per week: _____
13. Number of credits for NRS 497: _____
(In general, a student receives one credit per 50 hrs worked; minimum 6 credits,
maximum 12 credits)
14. Student's Signature: _____
15. Mentor's Signature: _____
16. Internship Faculty Advisor's Signature: _____

Internship Mentor's Responsibilities

Natural Resources Science Cooperative Internship: NRS 497

Department of Natural Resources Science
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1. The mentor is responsible for guiding the student during each phase of the internship.
2. The mentor must be willing to teach the student and answer all questions asked by the student to the best of his or her ability.
3. The mentor should be willing to give the student some position-related responsibilities once the student shows signs of subject mastery.
4. The mentor must be willing to discuss with the Internship Faculty Advisor the student's progress, accomplishments, and shortcomings.

Mentor's Signature

Date

INTERNSHIP MIDTERM REPORT

Natural Resources Science Cooperative Internship: NRS 497
Department of Natural Resources Science
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University of Rhode Island
Kingston, RI 02881

(To be completed by student and submitted to the Internship Faculty Advisor)

Student's Name: _____

Student's Address: _____

Email: _____ Phone: _____

Mentor's Name: _____

Mentor's Address: _____

Email: _____ Phone: _____

Internship Faculty Advisor's Name: _____

Date: _____ 20__.

I. Outline of activities:

II. Summarize briefly new knowledge and experience gained:

III. Concerns or suggestions:

Student's signature

Date

INTERNSHIP FINAL REPORT

Natural Resources Science Cooperative Internship: NRS 497
Department of Natural Resources Science
105 Coastal Institute in Kingston
University of Rhode Island
Kingston, RI 02881

(To be completed by student and submitted to the Internship Faculty Advisor)

Name of Student: _____ Date: _____

Name of Cooperating Agency: _____

Mentor's Name at Cooperating Agency: _____

Name of Internship Faculty Advisor: _____

I. Summarize internship activities and responsibilities (describe in detail what you did and your responsibilities; lastly, in three lines or less, provide a summary of your internship activities and responsibilities that you could use on your resume to describe your internship):

II. Discuss the knowledge you have gained from the internship (include any products from your internship that demonstrate this knowledge that you have gained).

III. How else have you benefited from the internship experience?

IV. To what extent did you meet your Professional Experience Goals, as stated in the Internship Proposal?

V. Give constructive criticism of the internship experience (suggested modifications, concerns, etc.).

VI. Rate your internship as to its educational value (**Check one**):

Very important ()

Favorable ()

Important ()

Unimportant ()

Explain:

Student's signature

Date

INTERNSHIP MENTOR'S FINAL EVALUATION

Natural Resources Science Cooperative Internship: NRS 497

Department of Natural Resources Science
105 Coastal Institute in Kingston
University of Rhode Island
Kingston, RI 02881

Name of Student: _____ Date: _____

- A. Using the following scale, please rate the above-named student for each of the following characteristics. If the student made noticeable improvement in any of the characteristics during his/her internship program, please check column 3 and feel free to make any comments:

Rating scale: **E** = Excellent **G** = Good
 S = Satisfactory **.U** = Unsatisfactory

Characteristics	Rating	Check if improved	Comments
Ability to learn	_____	_____	
Interest in learning	_____	_____	
Speed in completing assignments	_____	_____	
Ability to perform with minimum supervision	_____	_____	
Willingness to receive guidance	_____	_____	
Relationships with other employees	_____	_____	
Dependability and reliability	_____	_____	
Judgment	_____	_____	
Personal appearance	_____	_____	

Characteristics	Rating	Check if improved	Comments
Enthusiasm	_____	_____	
Courtesy	_____	_____	
Work ethic	_____	_____	
Professional integrity	_____	_____	
Overall performance	_____	_____	

B. General Questions

1. What qualities did you like most about the student?

2. In what ways can the student improve himself/herself?

3. Other comments:

Signature, Internship Mentor

Position or Title

Date

INTERNSHIP FACULTY ADVISOR'S FINAL EVALUATION

Natural Resources Science Cooperative Internship: NRS 497

Department of Natural Resources Science
105 Coastal Institute in Kingston
University of Rhode Island
Kingston, RI 02881

Name of Student: _____ Date: _____

Name of Cooperating Agency: _____

Mentor's Name at Cooperating Agency: _____

Name of Internship Faculty Advisor: _____

This evaluation is based on student reports, mentor reports, and a mentor evaluation.

Overall evaluation (final grade for NRS 497): _____

Specific comments (please address particular strengths and weaknesses of the student's performance, and the primary criteria used in awarding the final grade):

Signature, NRS Faculty Internship Advisor

