



GUIDELINES FOR STUDENTS INTERNS AND SUPERVISORS

ENVIRONMENTAL SCIENCE PROGRAM
Southwest Minnesota State University
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Marshall, MN 56258
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INTERN REQUIREMENTS

- Interns are required to work 30 hours for every one credit of internship.
- It is the student's responsibility to contact the potential intern supervisor and schedule an interview. During the interview, students are expected to inquire about:
 1. The potential supervisor's expectations regarding time limitations for the internship (*e.g.* weekly schedule, deadlines for specific assignments, etc.)
 2. Specific conditions under which the internship will be conducted (*e.g.* who will be directly supervising the intern on a daily basis or if the intern will be working largely on his or her own)
 3. General expectations of the student intern regarding his or her assignment
 4. Special requirements for the job (*e.g.* use of your own car, special certifications needed, etc.)
- Once a student has selected the internship he or she finds satisfactory, the intern and potential supervisor must complete an Intern/Supervisor Contract (part of this packet). The Contract must be signed by both the supervisor and the student and returned to the supervising faculty member (or academic advisor) before the internship begins.

SUPERVISOR GUIDELINES

- Supervisors should expect to offer potential interns work experience that is directly related to a given profession. Interns are not expected to spend a considerable amount of time performing general maintenance activities such as repair, housekeeping, or general office duties like answering phones.
- Supervisors are expected to provide reasonable guidance for the intern throughout the duration of the internship.

- If any problems should develop with the intern, the supervisor should notify the intern's academic advisor immediately.

GRADING OF INTERNSHIP

- Upon completion of the internship, interns are required to complete and submit to his/her academic advisor the following:
 1. Internship Journal. The intern is required to keep a journal of his/her internship experience. For each day (or week) worked, the intern should make a journal entry that includes date, time, location, and a concise description of the relevant activities.
 2. Summary Paper. At the end of the internship, the student is required to write a 2-4 page, single-spaced paper summarizing the experience. The paper should address overall impression of the field in which the internship occurred, new skills acquired, contact made, and how this experience may be helpful in the intern's future plans for graduate study or future employment.
- The journal and summary paper are due the semester following the internship unless other arrangements have been made with the academic advisor.
- Supervisors are also expected to complete the Intern Evaluation Form and return it to the intern's faculty advisor.
- A student's grade for the internship will be based upon:
 1. The supervisor's evaluation of the intern
 2. Journal content and quality
 3. Quality of summary paper
 4. Completion of all activities required in the Intern/Supervisor Contract
- If the student fails to complete the hours/duties set forth in the Intern/Supervisor Contract, the student will not receive credit for the Internship.

INTERNS ARE REMINDED THAT THE INTERN/SUPERVISOR CONTRACT MUST BE COMPLETED AND FILED WITH THE ACADEMIC ADVISOR BEFORE THE INTERNSHIP ACTUALLY BEGINS.