**Initial Internship Paperwork – need to be turned in, in order to register**

**1. Internship Student/Community Partner Agreement Form**

**2. Internship Registration Form**

**3. Internship Description (Assignment #1)**

**Additional Forms –need to be turned in at end of term**

**4. Internship Time Sheet**

**5. Site Supervisor Evaluation of Student Intern**

**Assignment #1 Internship Description**

**1) Internship Description**

This 2-3 page description of your internship serves as both a contract with the organization where you are

doing your internship and a contract with the Environmental Studies Program. You should develop this in

consultation with your supervisor at your internship site. **You will need to complete this assignment**

**prior to being cleared for registration.**

As a professional agreement, this document should be typed as a word document (double-spaced, 1 inch

margins, 12 pt. font) concise, articulate, spell-checked and proof-read. The format should be:

1. **Title:** “Title of Internship, Location of Internship”, your name and term.

2**. Position Description.** Provide a detailed description of your internship, including:

**a. Goals.** These can include both the goals of the organization (specifically why do they want an

intern, and broadly what is their larger mission and goals) as well as your general goals in

pursuing this internship.

**b. Your Learning Objectives.** These should be stated in the format: “By the end of this

internship I will be able to: X, Y, Z.”

**c. Work Plan.** This should detail the tasks you will be undertaking as part of your internship.

This work plan should provide tentative tasks for the whole term. Ideally, you should describe

these tasks on a week by week basis.

3. **Academic Reflection.** This should include discussion of how the internship experience will enhance

your program of academic study here at the U of O.

4. **Internship Site Roles and Responsibilities**. In this section, you should articulate the responsibilities

of the supervisor at your internship site. For example, how often will he or she be meeting with you?

Will he or she review your work and comment at certain stages of your project? Will you be asking him

or her for a letter of recommendation at the end of the term? To facilitate good communication with your

host organization and a successful rewarding internship, be sure to talk about and clearly articulate all of

the roles and expectations.

You will also need to complete the **Internship Agreement Form** and the **Internship Registration Form** before being cleared to register.