The Rubenstei School of Environment and Natural Resources, University of Vermont

INTERNSHIP LEARNING CONTRACT

SECTION 1

STUDENT NAME_________________________________________ E-mail_________________________________________

Mailing Address_____________________________________________________________________________________

UVM ID#: 95_________________________________ Major_________ Expected Graduation Date_________

If unknown, leave blank

INTERNSHIP SPONSOR__________________________________________________________

Internship Supervisor’s Name ________________________________

Internship Supervisor’s Email__________________________________________

Address_________________________________________________________________________________________

Internship Position Title_______________________________________________________

Start & End Dates________________________ Hours per week_________________________

Anticipated Total Hours of work ______________________ Stipend/Wage ______________________

Other Benefits_______________________________________________________________

SECTION 2

In an attached document, please include the information below:

A: POSITION RESPONSIBILITIES: Completed by Intern & Intern Supervisor.

B: DESCRIPTION OF TRAINING AND SUPERVISION: Completed by Intern Supervisor.

C: LEARNING OBJECTIVES/OUTCOMES: Completed by Intern. Briefly describe what you hope to learn academically & professionally from this internship.

SECTION 3

A: ACADEMIC REQUIREMENTS: Submitted to the Faculty Sponsor

With assistance from your Faculty Sponsor, specify academic outcomes and deliverables required to receive academic credit. For example: research paper, journal, field notes, presentations, etc. Be sure to include due dates.

Academic Requirements____________________________________ Date due:_________________________
B: COMPLETED REFLECTION ACTIVITIES: Submitted to RSENR Internship Coordinator

1pg internship summary article & reflection on learning objectives

To be published on RSENR website & possibly in RSENR newsletter

Date due:

1pg reflection on diversity/social justice in natural resources

More information on this will be sent via email

Date due:

2-3 minute video (to be connected to the RSENR YouTube Channel) or an internship visual (1 PowerPoint slide)

More information on this will be sent via email

Date due:

C: COMPLETED SUPERVISOR EVALUATION: Submitted to the RSENR Internship Coordinator

Date due:

SECTION 4

A: ADDITIONAL INFORMATION

Faculty Sponsor for this internship: ____________________________

(print name)

Number of Credits ________ Course Number ____________________________

Semester Registration ____________________________________________

☐ I understand that I must communicate with my Academic Advisor and/or major Program Chair to determine if and how internship credits can fulfill a requirement for my major or concentration.

☐ I understand that if I am participating in an international internship, I must complete the Pre-Departure Phase of iAbroad through the Office of International Education.

☐ I agree to abide by the Code of Student Rights & Responsibilities
  www.uvm.edu/policies/student/studentcode.pdf

☐ I understand that my health insurance must continue during my internship, either through UVM or on a family policy.

__________________________________________ Date:

Student Intern Signature

B. OTHER REQUIRED SIGNATURES

__________________________________________ Date:

Internship Supervisor

__________________________________________ Date:

Faculty Sponsor

__________________________________________ Date:

RSENR Internship Coordinator
INTERNERSHIP BEHAVIORAL EXPECTATIONS

Your internship provides an opportunity for you to learn from and contribute to work being done at your internship site. Internship experiences may vary in terms of the focus, work load and requirements but attending to a set of best practices should be consistent.

Please read these best practices and indicate your understanding of them by signing at the bottom of this page.

1. Maintain professional behavior at all times. This means arriving and leaving at agreed upon times, wearing professionally appropriate clothing and footwear and utilizing time at your internship site well. You are representing yourself as well as the Rubenstein School and UVM.
2. Communicate respectfully and effectively with everyone at your internship site including your supervisor and co-workers. If communication challenges arise, connect with your supervisor or the Career Services Coordinator in RSENR.
3. Take the work of your internship seriously. Through your internship you will gain valuable experience and skills while working with professionals in your field. These professionals can also be resources for you down the road including possibly serving as references and providing broad assistance with your job search.
4. Don’t be afraid to ask questions of your internship supervisor if expectations are unclear.
5. If any challenges or concerns arise in your internship, contact the Career Services Coordinator in RSENR.
6. Learn and contribute as much as you can during your internship experience!

_________________________________________  Date:

Student Intern Signature

Return completed contract to:  Anna Smiles-Becker, Career Counselor & Internship Coordinator
The Rubenstein School of Environment and Natural Resources, UVM
220G Aiken Center, Burlington, VT 05405
Ph: (802) 656-3002  Fax: (802) 656-8683  Anna.Smiles-Becker@uvm.edu