

# Forestry & Natural Resources Internship

## Course Syllabus 2018 (1-3 Hr Credits)

### Lead Faculty Advisor & NRRT 3900

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### Staff Advisor

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### Enrolling and Registering for this Course:

To enroll in this class, you **MUST** submitted your Internship Application by going online and following the instructions found at: <https://www.warnell.uga.edu/undergraduate/alternative-study/internships>

1. You must **first obtain approval for your internship!** To do so, please complete the [Internship Application Form](#) located on the website listed above. \*Please note, unpaid internships with for-profit organizations are illegal and will not be approved.
2. Once your application form is submitted, you will be contacted from Ms. Jenny Yearwood as to whether your internship was approved or not.
  - o If your application IS approved, Ms. Yearwood will contact you with a Memorandum of Understanding (MOU) that your employer must sign and the CRN for your internship class.
  - o You MUST register for this class using the CRN and the term provided in Ms. Yearwood's email.
  - o If your application is NOT approved, you will be contacted as to why it was declined or asked to provide more information about your internship site.
3. All paperwork is due on the following dates...
  - o Internship completed in Fall Semester- **August 1<sup>st</sup>** (1 credit hour only, register in Fall no presentation, written assignment due Reading Day)
  - o Internship completed in Spring Semester- **January 4<sup>th</sup>** (1 credit hour only, register in Spr, no presentation, written assignment due Reading Day)
  - o Internship completed over Summer- **May 1<sup>st</sup>** (1-3 credit hours, register in Fall, presentation and written assignment due date assigned page 2 of syllabus)
4. If you do not submit an application AND turn in your signed Memorandum of Understanding **you will not receive course credit for your internship.**

### PLEASE NOTE:

**\*The one hour of credit option is not available to Forestry Students.**

**\*1 hour of credit = 100 work hours, 2 credits = 200 work hours, 3 credits = 300 work hours**

## Course Objectives:

This course is designed to enhance student's professional experience and further prepare them for a career in natural resources. Professionalism is *extremely* important. Please consider this when completing assignments, and be sure to adhere to all due dates!

## Course Grading Policy:

This course is graded on the "Satisfactory" and "Unsatisfactory" scale. A grade of "Satisfactory" will be given if all assignments are completed and turned-in on or before the dates specified. A grade of "Unsatisfactory" will be given if assignments are late and/or are incomplete.

All course requirements listed below should be completed within the assigned due date. Failure to complete any of the below assignments and/or turning-in assignments late may result in a grade of "Unsatisfactory."

## Course Requirements:

1. MOU signed and returned to Ms. Yearwood before you complete your internship
2. Completion of field experience (100 hours, per one credit hour received)
3. Employer evaluation\*
4. Written assignment\*
5. Oral presentation\*

*\*Requirement explained below*

- **Employer Evaluation**

Your employer MUST complete and submit an internship evaluation. Ms. Jenny Yearwood will send your employer the online evaluation link via e-mail one week before your internship is completed. She will copy the student on this email. Please note, it is student's responsibility to check with Ms. Yearwood and their supervisor to insure this requirement has been fulfilled.

- **Written Assignment – due Friday, October 5<sup>th</sup>, 2018 (by 5pm)**

The written assignment for Summer internships (1-3 hrs) is due on Friday, October 5, 2018 by 5pm to your internship advisor.

**\*Students pursuing only one hour of credit in Spring or Fall Semester should ONLY submit their written assignment. Assignment is due by noon on Reading Day of the semester they completed their internship in.**

This paper MUST be three pages in length (double-spaced, 12 pt Times New Roman font, 1 inch margins) with a cover letter, (for a total of 4 pages turned into your internship advisor by the assigned deadline).

This paper will serve as a building block for student's oral presentations. Selected papers will be available to Warnell students researching possible internships as a Warnell Blog. This paper NEEDS to include:

1. Information about the company/organization/agency.
  2. Why the student (you) chose this particular internship.
  3. What did the student learn about the job application process. Include tips/advice for students pursuing similar opportunities.
  4. The main goals and objectives of the internship, and how they were achieved.
  5. The student's daily tasks and assignments.
  6. An explanation of how the student contributed to the work environment.
  7. What concepts or techniques the student learned from Warnell courses that were instrumental in completing the field work, and were there areas in which the student lacked skills?
  8. How Warnell can further assist students in preparing for a natural resources career.
- **Oral Presentation – Dates to be determined**  
**\*Students pursuing only one hour of credit in Spring or Fall Semester do NOT have to give a presentation of their internship, neither are students with one hour credit required to attend oral presentation.**
    - *HOW the Oral Presentation schedule is set up?*  
If you have registered for 2 or more hours for your internship, Ms. Jenny Yearwood will contact you via email at the start of the semester to come by her office to sign up for your presentation time slot. You will select up to 4 time slots that will best fit your schedule. This sign-up schedule is available on a first-come, first-serve basis.
    - *WHEN will you be told which time slot you got assigned?*  
Within two weeks from the start of the semester, Ms. Yearwood will notify you via email with the date and time of a class meeting. At this meeting, you will be given a copy of the presentation schedule. This schedule will include date, time, and where your presentation will be given. We will discuss if anyone needs to move their presentation date and time. Dr. Green will go over the syllabus and any other questions at this time.
    - *HOW you should prepare your presentation?*  
Students' presentations should address the topic #'s **1, 4, 5, 6 and 7** from the ABOVE written assignment.
    - *HOW long should your presentation be?*  
Students need to give a **PROFESSIONAL TEN-minute presentation** (with TWO additional minutes allowed for questions) about their work experience. Students will be given a time warning at the EIGHT and NINE minute mark, and then stopped at TEN minutes. Students will only have time for 5-6 slides (plus your cover slide) so plan accordingly and practice your presentation beforehand. Be sure to consider your audience (fellow

natural resources job hunters) when planning your presentation. *Please include several pictures of yourself and your fieldwork.* ). Focus on telling a story about your internship experience.

- *WHAT should you wear?*

Remember, this is a PROFESSIONAL orientation and thus students need to dress professionally (Shorts, t-shirts, hats, etc., are NOT acceptable).

- HOW MANY PRESENTATIONS DO I HAVE TO ATTEND?

Students are required to attend a minimum of TWO presentation meetings. **The two presentation SHOULD NOT include your own presentation.** – There will be a sign in sheet in the room. Please MAKE SURE you sign-in when attending other student’s presentations. Failure to meet this requirement may result in a grade of “Unsatisfactory.” **NOTE: This requirement does not apply to students completing only one hour credit.**

### **University Honor Code and Academic Honesty Policy**

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the university community. Academic honesty is defined broadly and simply—the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. Academic honesty is vital to the very fabric and integrity of the university. All students must comply with an appropriate and sound academic honesty policy and code of honest behavior. All members of the university community are responsible for creating and maintaining an honest university, and all must work together to ensure the success of the policy and code of behavior. All members of the university community are responsible for knowing and understanding the policy on academic honesty.

*A Culture of Honesty*, the academic honesty policy and procedures of the University of Georgia, will be made readily available to all students and instructors to ensure understanding of the academic honesty system and its proper functioning. The complete policy is available at: <http://honesty.uga.edu>

*This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.*