Resource Conservation Internship Guidelines

Resource Conservation Internships provide meaningful experience and interaction with professionals while improving student qualifications for employment. Resource Conservation students intern with a wide range of organizations to build professional skills and knowledge relevant to their area of interest.

Students can earn 1.0 to 6.0 internship credits for Student-Initiated Internships (i.e., summer internships) or through Degree Coordinated Internships (i.e., “in-semester” internships). To qualify for credit, internships must provide clear learning objectives, usually through substantial leadership or management responsibilities.

To receive credit for any internship, students must complete the Internship Approval Form [http://www.cfc.umt.edu/undergrad/rc/hands-on/internships.php] and receive prior approval from the Resource Conservation Internship Director.

Summer internships are generally taken for Credit/No Credit while “in-semester” internships are generally taken for traditional letter grade. All internships are graded based on supervisor feedback (50%), evaluation of the reflective paper (or presentation) by the Internship Director (40%), and your professionalism, including the timeliness and professionalism of interactions with the Internship Director, UM’s Internship Services, and others (10%).

COMPLETING THE INTERNSHIP APPROVAL FORM

STEP 1: Students must complete the contact information (Name, 790#, Major, Minor) and Step 1: Collect Internship Information of the Form. This includes identifying the internship organization; supervisor’s name, phone, and e-mail; start and end dates of the internship; a job description; hours per week; and an explanation of the leadership/management role of the internship. There are three learning objectives that apply to all internships, but students must propose two (2) additional learning objectives.

Learning Objectives:

1. To understand and appreciate the professional duties and responsibilities of personnel in the field as it relates to your internship
2. To demonstrate your academic knowledge and experiences as they relate to the practical professional recreation leadership or management experiences of your internship
3. To identify your professional strengths and weaknesses that emerged during your internship experience and how you can build on your strengths and overcome your weaknesses
4. (write your own learning objective)
5. (write your own learning objective)

STEP 2: After completing Step 1 of the Internship Approval Form, students must submit their form to the Resource Conservation Internship Director in person or via e-mail (RSCN.internships@cfc.umt.edu). The Internship Director will confirm the semester, course number, section number, CRN, number of credits, grade mode (traditional letter or Credit/No Credit), and the final paper due date. The Internship Director will approve the internship by signing the form.

STEP 3: Students must register their internship with Internship Services. Visit the Internship Services website at http://www.umt.edu/internships/OLA/default.php to officially register your internship with the University of Montana. Record the date of registration on the Internship Approval Form.

STEP 4: Students must register for CFC credits.
Summer internship credits are generally taken in the Fall semester after completing the internship. If you are doing your internship in the summer and plan to graduate that summer, you need to register for Fall internship credits during the Spring registration period prior to the summer internship.

In-Semester Internship credits are generally taken during the Spring semester. You will need to register for Spring internship credits during the Fall registration period.

Record the date of registration on the Internship Approval Form.

STEP 5: Provide the Internship Director with a final, completed copy of the Internship Approval Form.

**COMPLETING INTERNSHIP REQUIREMENTS**

In addition to completing the Internship Approval Form, students must complete a few additional tasks to receive credit. Internship requirements differ slightly for summer internships and in-semester internships. See below.

**SUMMER INTERNSHIP REQUIREMENTS**

1. Respond to check-in communication. A few times during your internships, the Resource Conservation Internship Director will ask for a brief status update to make sure things are progressing according to plan. Students must respond to these communications.
2. Contact the Resource Conservation Internship Director if there are any issues at any time. If students run into any problems during their internship, they should communicate those problems to the Internship Director promptly. The Director will work with students to maintain confidentiality while working toward a solution.
3. Keep a journal (optional). Many students find it useful to keep a journal during their internship. Reflective papers are much easier to write if you have taken notes about specific experiences while they happen, rather than trying to recall them several weeks later. Familiarize yourself with the paper requirements (below) and keep a journal of events that relate to specific sections of the paper.
4. Write a reflective paper after your internship. The Due Date will be marked on the Internship Approval Form by the Internship Director. Your paper should include:
   a. A short summary of your experience
   b. Description of the organization in which you worked and your supervisor
   c. Description of your internship/job, including the specific tasks/project(s) you worked on
   d. Description of at least three (3) personnel you worked with. How successful were they in their job? Why were they successful? How could they have improved in their positions?
   e. Issue analysis – describe and use insights from your courses to evaluate the following issues that emerged from your internship (observed or personal experience):
      i. One administrative issue
      ii. One leadership issue
      iii. One resource management or conservation issue you saw or experienced during your internship. Refer back to concepts from your UM courses for your discussion. Include a minimum of five (5) references in this section
   f. Reflect on your strengths and the areas you could improve upon. Provide three (3) strengths and three (3) areas for improvement as related to your internship experience. I am looking for depth in this answer... not about basic skills improvements
   g. Evaluate your performance during your internship. You can elaborate on your responses to the previous question if you wish. Specifically discuss:
      i. Communication issues – what worked, didn’t work, and how you did or should have solved it
ii. Taking directions – give examples
iii. Showing initiative – give examples
iv. Leadership roles – how well did you perform? Looking back on your leadership, what would you do different and why?

h. Evaluation of your internship.
i. What were the best two (2) aspects of your internship?
ii. What were two (2) things you wish had been different
iii. Would you recommend this internship/organization to other students?
i. Closing thoughts: how has this internship informed your thinking about your future career?

Paper Specs: Double spaced, minimum of 4,000 words, 1” margins all around, 12 pt. normal font

5. Take pictures! This is optional, but we would like to highlight student internship experiences and pictures help!

IN-SEMESTER INTERNSHIP REQUIREMENTS

1. Attend a semester kick-off meeting, usually during the first or second week of classes. At the beginning of the Spring semester, the Internship Director will host a gathering of all Resource Conservation students completing internships during the semester. Students must attend and give a brief, informal presentation about their upcoming internship experience, including who they are working for, what project(s) they expect to work on, what excites them about their internship, and what they hope to learn.

2. Respond to check-in communication. A few times during your internships, the Resource Conservation Internship Director will ask for a brief status update to make sure things are progressing according to plan. Students must respond to these communications.

3. Contact the Resource Conservation Internship Director if there are any issues at any time. If students run into any problems during their internship, they should communicate those problems to the Internship Director promptly. The Director will work with students to maintain confidentiality while working toward a solution.

4. Keep a journal (optional). Many students find it useful to keep a journal during their internship. Reflective papers are much easier to write if you have taken notes about specific experiences while they happen, rather than try to recall them several weeks later. Familiarize yourself with the paper requirements (below) and keep a journal of events that relate to specific sections of the paper.

5. Give a presentation about your internship, usually during the last week of classes. At the end of the Spring semester, the Internship Director will host another gathering of all Resource Conservation students who completed internships during the semester. Students must attend and give a formal reflective presentation about their internship, which should include:
   a. Description of the organization in which you worked and your supervisor
   b. Description of your position
      i. Overview of specific project(s) you worked on and how they relate to your classes
   c. Evaluation of your internships
      i. Best parts; things you wish had been different
      ii. Would you recommend this position/organization to other students?
   d. Reflections on career implications (how has this internship helped you think about your future career?)

6. Write a reflective paper. The Due Date will be marked on the Internship Approval Form by the Internship Director. Your paper should include:
   a. A very short summary of your experience, including the organization in which you worked, and a description of your internship/job
b. Description of three (3) personnel you worked with. How successful were they in their job? Why were they successful? How could they have improved in their positions?

c. Issue analysis – describe and use insights from your courses to evaluate the following issues that emerged from your internship (observed or personal experience):
   i. One administrative issue
   ii. One leadership issue

d. Reflect on your strengths and the areas you could improve upon. Provide three (3) strengths and three (3) areas for improvement as related to your internship experience. We are looking for depth in this answer... not basic skills improvements.

e. Evaluate your performance during your internship. You can elaborate on your responses to the previous question if you wish. Specifically discuss:
   i. Communication issues – what worked, didn’t work, and how you did or should have solved it
   ii. Taking directions – give examples
   iii. Showing initiative – give examples
   iv. Leadership roles – how well did you perform? Looking back on your leadership, what would you do different and why?

Paper Specs: Double spaced, minimum of 2,000 words, 1” margins all around, 12 pt. normal font

7. Take pictures! This is optional, but we would like to highlight student internship experiences and pictures help!