

**University of Illinois at Urbana-Champaign**  
**Department of Natural Resources & Environmental Sciences**  
**Internship Course Credit**  
**Memorandum of Agreement**

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_ Summer Phone #: \_\_\_\_\_

Semester for which you want to earn the credit:    \_\_\_ Fall    \_\_\_ Spring    Year \_\_\_\_\_

Please note: Summer credit can be arranged, but it results in summer tuition and fee charges.

Employer (Company/Agency): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone #: \_\_\_\_\_

Supervisor Mailing Address: \_\_\_\_\_

Job Title for Internship: \_\_\_\_\_

Dates of Participation: \_\_\_\_\_ # hours/week: \_\_\_\_\_

**Describe specific activities that will be completed for the internship and the approximate percentage of time spent on each activity:**

**List learning objectives of the internship:**

**Credits and Evaluation:**

\_\_\_\_\_ credit hour(s) will be awarded for the \_\_\_\_\_ semester upon successful completion of the academic work based on the internship experience. All requirements are due before Reading Day in the semester for which the credit is to be earned. The academic requirements for this internship are:

**1. Written Report of at least 2 pages per credit hour (choose one):**

*Final report that is reflective and evaluative in nature*—The report should be more than a diary of activities, exploring questions such as:

- What have I learned in NRES and other college courses that was useful in this experience?
- What did I discover that I need to learn much more about? What course(s) or other experiences can I pursue to learn it?
- Is this an industry/organization/career path in which I would like to work full time? Why or why not?
- What did I learn about the characteristics that are important to me in a job?
- What professional skills do I need to work to develop?
- Given the knowledge gained in the internship, what campus resources and opportunities should I utilize to move me toward my career goals? Set up a task list with deadlines.

**Please note:** These questions are designed to guide you in thinking more deeply about your experience and are not required. Feel free to explore different questions.

*Specific written project required by the employment/internship*—Attach a sheet describing the project.

**2. Video or PowerPoint illustrating the internship (to be posted on the NRES web site)**—The objectives are to:

- Portray the value of the internship to the student
- Illustrate some of the learning that occurred
- Be visually interesting
- Communicate clearly

**3. Periodic progress reports to NRES Student Services Coordinator** (this is optional but must be completed if the signed agreement specifies a number)

A total of \_\_\_\_\_ progress reports will be submitted to the NRES Student Services Coordinator with one being submitted every \_\_\_\_\_ week(s), beginning \_\_\_\_\_.

*I understand the expectation of the internship to be completed at the time and location noted on this application. The objectives and proposed activities have been prepared in consultation with my faculty supervisor or the NRES Internship Coordinator and the cooperating employer.*

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

Signature

Date

Cooperating Employer \_\_\_\_\_

NRES Internship Coordinator \_\_\_\_\_

*(Required for all internships)*

Submit this form to:  
NRES Internship Coordinator  
N-509 Turner Hall, MC-047, 1102 S. Goodwin Ave., Urbana, IL 61801  
EMAIL: [nres-ssc@illinois.edu](mailto:nres-ssc@illinois.edu)