**University of Illinois at Urbana-Champaign**

**Department of Natural Resources & Environmental Sciences**

**Graduate Internship Approval Form (GIAF)**

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

Student’s University Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester(s) for which you want to earn the credit: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_Summer

Year(s): \_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Please provide the following information – attach additional pages as needed.**

1. Background Information about the Internship Employer and how or why this place of employment will provide you with an opportunity that would complement your academic learning in the NRES program.
2. Answer the following questions:
3. Is this a current position or one you hope to assume?
4. If this position is with a current employer, how will the internship differ from your traditional work obligations and how will you differentiate this work from your daily routine?

**Key Goals and Objectives of Capstone Projects:**

Every capstone must meet the three objectives of improving the student’s:

* Understanding and application of the scientific process,
* Skills in the analysis and interpretation of relevant scientific information, and
* Proficiency in communicating scientific information.
1. Provide the following information:
	1. List two or three more **specific internship project goals**. At least one of these goals should reflect academic growth and development.
	2. For each internship goal, write several specific and **measurable** **objectives**. (*We recommend that you refer to the Advising Webinar on Writing Goals and Objectives*.)
	3. Describe **multiple tasks/activities** which correspond to each of the goals and learning objectives that will be completed for the Internship. Include the approximate **percentage of time** spent on each activity.
2. Identify, read, and interpret at least five (5) current scientific articles from **peer-reviewed publications** that correspond to research consistent with the type of work you anticipate doing as part of your internship. For each article, **reflect on the importance of the reading as it applies to your internship**. **Discuss how the article may relate to, guide, or influence the internship you propose.**

**Credits and Academic Requirements:**

\_\_\_\_\_ credit hour(s) will be awarded for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester(s) 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. If any requirement is not met the completion of the internship will extend to the following semester. The academic requirements for this internship are:

1. **Periodic Reports** to NRES Online Program Advising Specialist—one per 30 hours worked.

A total of \_\_\_\_\_\_\_ progress reports will be submitted to the NRES Online Program Advising Specialist and to the Director, NRES Online M.S. Program with one being submitted every \_\_\_\_\_\_\_\_\_week(s), beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These reports should integrate scientific concepts and principles relevant to the work you are doing and be written in a scholarly fashion.

1. **Monthly Status Reports** submitted online to the Compass 2G Open Learning Site (<https://compass2g.illinois.edu>)

regarding the previous month’s progress and the upcoming month’s goals. This information is used to justify your “active” status to the Graduate College even if you are no longer taking coursework and should be continued until you graduate.

1. **Written Final Report** of substantial depth and breadth consistent with expectations of graduate level of learning that demonstrates the internship goals and objectives, approved by the Director, NRES Online M.S. Program, and submitted to the standing Evaluation Committee at least 2 weeks before the oral presentation.
2. **Presentation of PowerPoint or Video** illustrating the internship and demonstrating the student has met the internship goals and objectives. (This presentation will be posted on the NRES web site following the presentation).

The oral presentation of the Video or PowerPoint to your committee must comply with the deadline for defending a Doctoral thesis consistent with the Graduate College deadline for that semester.

1. **Revisions to your Written Final Report** consistent with the recommendations of the Graduate Committee, its final review and approval by the Director, NRES Online M.S. Program, and its submission to the NRES Department by Reading Day of that semester.

**Note**: The oral presentation and final paper (revised, reviewed, and approved in accordance with the Evaluation Committee’s recommendations) must be completed **within one year of the completion of the workplace component**.

***Graduate Internship Approval Form (GIAF)***

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

***Internship Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Dates of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*I understand that, while I am required to complete the work hours stipulated at the time and location noted on this application, the academic credit is earned through the completion of the academic requirements. The objectives and proposed activities have been prepared in consultation with the Director, NRES Online M.S. Program and the cooperating employer.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COOPERATING EMPLOYER DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIRECTOR, NRES ONLINE MS PROGRAM DATE

Submit this form to:

NRES Student Services

N-509 Turner Hall, MC-047, 1102 S. Goodwin Ave., Urbana, IL 61801

ATTN: Renée Gracon EMAIL: gracon1@illinois.edu FAX: 217/244-3219