



**UNIVERSITY OF
GEORGIA**

Odum School of Ecology

FACULTY/SUPERVISOR/STUDENT AGREEMENT ECOL 4940: ECOLOGY INTERNSHIP

Course Description

The non-traditional format provides 2-4 hours of credit for a supervised work experience with a public agency, non-profit environmental organization, UGA professor, or industry concerning ecological topics. The internship allows a student to acquire techniques, practice developing skills, and learn how a project or organization functions. In this respect, an internship goes beyond a simple job; it is a professional learning experience.

Prospectus and registration

The student must complete an Internship Qualtrics form that includes a 500-word prospectus (submission space provided in Application form). The description should be shared with the internship supervisor prior to submission. The prospectus should describe what will be accomplished in the internship, including skills or experiences that will contribute to the student's professional development goals. Upon receipt of this form, a contract will be sent to the proposed supervisor for completion. A student will not be granted a POD to register for ECOL 4940 until the registration form and prospectus have been submitted and the supervisor Qualtrics form has been received from the supervisor.

The student and supervisor should agree on a schedule of contact/work time in order to determine the number of credit hours for which the student will enroll. For work experiences, each credit hour earned represents approximately 45 hours of work.

During the 15-week Fall or Spring semesters, credit hour equivalences are as follow:

- 2 credit hours = 6 hours contact time per week
- 3 credit hours = 9 hours contact time per week
- 4 credits hours = 12 hours contact time per week

During the 8-week Summer semester, credit hour equivalences are as follows:

- 2 credit hours = 12 hours contact time per week
- 3 credit hours = 17 hours contact time per week

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Note: If you intend to intern for a total amount of hours that exceeds those completed for academic credit, you and your supervisor will need to complete a UGA Volunteer Agreement. This agreement can be found [here](#). This form should be completed, signed, and submitted to the Undergraduate Program Coordinator or Academic Advisor.

Mid-semester feedback

Halfway through the internship, the student must arrange a meeting with the internship supervisor to discuss progress and receive feedback on performance via the “Mid-semester feedback” form. The completed and signed form should be submitted to the faculty advisor by the agreed upon date. Forms will be emailed by the undergraduate coordinator at mid-term.

Summary of activities and end-of-semester feedback

At the end of the internship, the student must arrange a meeting with the internship supervisor in order to review accomplishments and seek feedback. Prior to the meeting, the student should prepare a brief summary of activities and accomplishments, which must be reviewed by the internship supervisor. The signed summary and “End-of-semester feedback” form are due by the end of the reading day for the semester in which the student was enrolled for internship credit.

Grade

An internship receives a letter grade. The faculty advisor will determine the grade in consultation with the intern supervisor, but it is the professor’s responsibility to grade the student. The system of grading should be discussed with the student before the internship begins. Each professor will grade an internship as she or he sees fit.