

**Master of Science in Environmental Policy and Management (EPM):
REQUEST FOR APPROVAL OF INTERNSHIP FOR ACADEMIC CREDIT**

Please review the following guidelines, complete the agreement with your faculty sponsor, and return it to Jessica Penrose (japenrose@ucdavis.edu) or at 1001 Wickson by the 12th day of instruction for the CRN.

General Guidelines:

1. Not all internships qualify for academic credit. Work that is clerical in nature or involves routine maintenance or service responsibilities *does not* qualify for academic credit. Work that enables students to apply academic concepts and methods and to grow intellectually and can be assessed by the faculty sponsor may be awarded academic credit.
2. The number of units awarded is contingent upon the degree of commitment to the internship setting. The basic formula is 1 unit of credit per 3 hours per week for a 10-week period.
3. Internships are graded on a P/NP basis and can be taken in multiple quarters if the internship extends beyond one quarter. Repeat requests are required for each academic term.

Obligations of the Student:

1. For internships not directly supervised by the faculty sponsor, students must submit a detailed outline of the proposed internship including the statement of goals to the faculty sponsor.
2. Demonstrate to the faculty sponsor that the student has adequate background to permit successful completion of the project.
3. Actively participate in the experience to a degree commensurate with the unit credit requested.
4. Fulfill all requirements and obligations agreed upon with the faculty sponsor for end-of-term evaluation.

Obligations of the Faculty Sponsor:

1. Possess expertise in the area of the proposed internship.
2. Review student's adequacy of preparation for undertaking the proposed internship.
3. Evaluate the intern primarily on the basis of written work demonstrating the intellectual value of the experience.

******To be completed by the student intern******

Name: _____ Student ID: _____

Email: _____ Units: _____

Faculty Sponsor: _____

Internship Name/Site: _____ Site Supervisor _____

******To be completed by the student in conjunction with site supervisor/faculty sponsor******

Brief Title & Description of Project (describe work to be undertaken, responsibilities/duties, and other requirements):

Goals (reasons for taking this course and/or projected outcomes of this experience):

Qualifications (list specific courses and/or experiences that enable you to complete this special project):

Deliverable (describe below the deliverable (paper, report, etc.) to be completed by the student and submitted to the faculty sponsor by the end of the quarter for evaluation and grade assignment).

Print Name of Faculty Sponsor

Signature

Department

Date

******To be completed by the EPM program******

CRN _____

Issued by _____

Date _____