

The University of North Carolina at Wilmington
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MEMORANDUM

To: ALL EVS INTERNS

From: ROBERT CUTTING, JD

Date: 4.21.09

Re: REQUIREMENTS FOR INTERNSHIP GRADES

1. The key to your internship is the log. For the time being, you will **EMAIL the logs to me every week IN THE BODY OF THE EMAIL, NOT AS AN ATTACHMENT** (they clog the mailbox and require extra steps). You should, however, create your log notes in a continuous Word document, with CUMULATIVE time as well as weekly time. Then copy the current week into the body of your email. WRITE "LOGS" IN THE SUBJECT LINE PLEASE. Many students keep the initial copy in handwritten form in a notebook, then transcribe the notes into their computers.

Your logs need to be detailed and record your experiences clearly, accurately and concisely. You will someday bill from logs and field notes, so learn to keep them so your supervisors and clients can understand them clearly. Also, if you are called as a witness two years from the date of entry (which is not uncommon), you may well have forgotten details so your notes should be complete!

SAMPLE:

Date Time Spent Notes

5 Feb 9.5 hrs Did an RCW follow on cluster 19. This cluster is one of the wettest clusters after a good soaking rain. After 7 hours of walking through the water (sometimes deeper than my knee boots) and dense vegetation that is found around wet areas, I was worn out. In the morning I startled two deer who jumped up and ran and in the afternoon I scared off a pair of wood ducks while navigating through a small pond.

6 Feb 9 hrs Went to a staff meeting in the morning. Discussed the upcoming beach renourishment project and everything was locked on with the scouts, equipment/supplies, Domino's pizza, and the media. Was advised about the containment area that was constructed for the Mile Hammock Bay dredging project, did a site visit the area and it was huge and will hold a lot of water and fill. Went to the field to ACATS and chainsaw work. There is only about a week's worth of work left and we will be done and in record time. Performed equipment preventative maintenance afterwards.

7 Feb 10 hrs Did an RCW follow on cluster 02. Was a rather uneventful follow until late afternoon when I was able to watch the RCW's and two to three fox squirrels (a species of squirrel that is twice the size of the common gray squirrel) for about 20 minutes and when they saw me, they ran up the trees sat on a limb, and then proceeded to chatter (scream) at me. Went back to the office to download my GPS data into the computer.

Cleaned up the vehicle and filled it up with fuel.

8 Feb 9 hrs Went to the Greater Sandy Run Area (GSRA) to do black bear research using telemetry. Once a week we have to get two to three bearings on each of the ten collared bears to detect if they have moved and how far. The bears at this time of year are hibernating but occasionally they will get up and roam around. To start off we go a certain check point, try to position the vehicle so that we are in the same position as the week before, stand in the bed of the truck, put the antenna on our heads so that it bisects our body, turn the equipment to the correct frequency, move the antenna from left to right trying to find the point where the signal starts to fade. When you find the left and right limits, you pick out a reference point on the horizon, place your left and right hands out to the limits and then bring them together (as in clapping with your arms extended) pick out a reference point and then using a compass get a bearing. Annotate your bearing on the map, and go to the next check point and repeat the above procedure. With the bearings drawn on the map, the lines should intersect at some point and this is where the bear should be at this time. In addition to the bearings, we must document the weather conditions. When we are done we go back to the office and compare overlays to see if the bear has moved and to where. There may not be any movement, also.

9 Feb 10 hrs Did an RCW follow on cluster 44. Had a good follow and the weather was beautiful. The only problem was the emergence of the dreaded tick. I found about five ticks crawling on me in the field and two once I got home. Found an old box turtle shell that my niece will enjoy for show and tell. Went back to the office to download my GPS data into the computer. Cleaned up the vehicle and filled it up with fuel.

** On 3 February I did some volunteer work with the wood duck boxes located around Camp Lejeune. We emptied the old wood shavings and put in new ones. Found a couple of the boxes contained screech owls (6-8 inches high) but we did not disturb them. 3.5 hrs

** On 11 February I helped the Boy and Girl Scouts with the beach renourishment using old Christmas trees. The scouts were given a brief on why we place the trees on the beach and how they are placed on the beach. The scouts did a wonderful job, completed requirements for merit badges or community service hours. There was pizza and drinks afterwards which quickly disappeared. There were approximately 150 people total and the media was on hand to document the event and talk with the scouts about what they did and why it is important. 3.0 hrs

Total time for week: 54.0

Total time for semester: 214

MAINTAIN A CUMULATIVE LOG FOR OUR PERIODIC MEETINGS.

2. As part of the final grade, you will be required to turn in a 3-ring binder (or notebook) with the following sections. The main reason for this is to use for job and grad school interviews, so you should plan to make a second copy. **See the separate memo on Portfolio Guidelines for more.** This is a multi-media presentation that really counts:

- **Table of Contents:** We suggest buying tabs that have a TOC that you can run through your printer, with tabs that are “abc” or “123” and which correspond to the TOC. Get enough tabs to really make your work understandable (ie, A-Z or 1-25). **The test is: If you had to leave your workbook with an interviewer where you REALLY wanted the job (or grad school), would he/she be able to understand what you really did?**
- **Description of Agency:** Materials that describe your placement and what it does. Often, you can print out materials from the agency webpage.
- **Your job description:** If there is a formal description, you are in luck. If not, draft a paragraph or two describing your responsibilities.
- **Your logs**
- **Examples of:**
 - Samples of Reports or other documents you work on (you may delete or mask confidential information)
 - Samples of Field experiences: most students prefer photos with captions
 - Any other examples, such as official policies, articles or laws you work with.
 - For each example, add a page with a brief and concise description of the example, such as what role you played and what the example is in the context of the organization.
 - PHOTOS that describe your experiences, with captions to indicate what is depicted in the photo.

We recommend you use a notebook with a clear protector so you can have a cover page, and also that you use inexpensive tabs to separate your work and make it easier to read.

THE PURPOSE OF THIS EXERCISE, AGAIN, IS SO THAT ANYONE CAN SEE THE NATURE OF YOUR EXPERIENCE -- ESPECIALLY POTENTIAL EMPLOYERS OR GRAD SCHOOLS. SAMPLES FROM OTHER STUDENTS ARE ON THE BOOKSHELF IN THE MAIN EVS OFFICE (DO NOT TAKE THEM OUT!!)

3. Please make sure I have the address, phone number and e-mail address you will be using this semester, along with your supervisor’s name, phone, fax and e-mail address.

4. Monitor your e-mail for bulletins and notices of our conferences. THIS IS THE MAIN METHOD TO COMMUNICATE WITH YOU, SO CHECK FREQUENTLY AND NOTIFY US IMMEDIATELY OF ANY CHANGES. ALSO, IF YOU USE THE UNCW EMAIL, CLEAR YOUR MAILBOX OUT FREQUENTLY SO YOU HAVE ROOM FOR NEW MESSAGES!

5. I can always be reached by cel phone at 231.9622 (it has voice mail). If you cannot reach me, Dr. Hall is at 962.3488 (hallj@uncw.edu). Don’t hesitate to e-mail or call if you have any questions at all.

6. A REMINDER THAT IF YOU ARE NOT COVERED BY MEDICAL INSURANCE YOU SHOULD CONTACT THE STUDENT GOVERNMENT OFFICE ABOUT LOW-COST POLICIES FOR STUDENTS. WE STRONGLY ADVISE EACH OF YOU TO OBTAIN COVERAGE.

7. IF YOU HAVE NOT ALREADY DONE SO, PLEASE READ THE TERMS AND CONDITIONS OF INTERNSHIPS, BELOW. PRINT A COPY AND RETURN A SIGNED COPY TO MY OFFICE ASAP. I NEED THIS AT THE BEGINNING OF THE SEMESTER OF YOUR INTERNSHIP. I MUST HAVE THIS DOCUMENT FOR YOU TO BE PROPERLY ENROLLED! We really need to make sure we have all your supervisor’s information correct.

8. There is a new charge this semester for interns for liability insurance. It is \$20.00, which protects you and UNCW if there is damage or liability arising from your internship and it is included in your bill.

9. PLEASE READ, COMPLETE, & SIGN THE AGREEMENT, BELOW, THEN RETURN IT TO THE EVS OFFICE AT THE BEGINNING OF YOUR PRACTICUM. THIS IS MANDATORY!

**UNCW DEPARTMENT OF ENVIRONMENTAL STUDIES INTERNSHIP/PRACTICA
TERMS AND CONDITIONS OF INTERNSHIP**

1. I agree to conduct myself professionally and to treat the internship as I would a career-ladder job.
2. I recognize that the value of the internship is in the experience and that I must perform well to ensure a positive recommendation for myself and for the program.
3. I will be punctual, complete assignments in a timely manner and actively seek to assist my supervisor.
4. I will present a professional appearance appropriate to the job description.
5. I will strive to improve my skills in all areas, including, but not limited to: (1) research; (2) data gathering; (3) written and oral communication; (4) computer-related skills (web research, presentation and data handling); and (5) teamwork
6. I understand that there may be no insurance coverage for any injuries in the course of the internship and I agree that _____ I have my own personal health insurance _____ I agree to purchase health insurance through UNCW or a private company. **WE STRONGLY URGE YOU TO OBTAIN MEDICAL INSURANCE FROM YOUR PARENTS, THE UNCW POLICY OR A PRIVATE COMPANY.**
7. I understand that the future of internships for students in general depends on the performance of current interns and I will strive to represent UNCW properly and professionally at all times.
8. I will keep supervisors apprised of my schedule (including exams) and will clear any deviations from that schedule in advance (except in true emergencies).

Dated: _____

Print Name _____

SUPERVISOR'S DATA (your onsite supervisor):

Name _____ Title _____

Address _____

Phone _____ Fax _____ Email _____