***Student Guidelines for Internship – ESS 193***

Internships also expand your knowledge relative to the field because they expose you to professionals with years of experience. In addition, internships provide the start of your professional network that might eventually lead to letters of recommendation or even a job. Thus, internships are not to be taken lightly. The following steps and guidelines have been established to ensure that you get the maximum benefit out of the internship.

1. Find and secure an internship opportunity with an organization for which you would like to work.
2. Meet with your supervisor to discuss their responsibilities, duties, and scheduling.
3. Fill out the ESS 193 Application form online ess.ucsb.edu
4. Students must have a cumulative GPA of 3.0 or above. (Attach a copy of your unofficial transcript to the online application form)
5. Attach the supervisor approval form with signature to the online application
6. Complete the Weekly logs on Canvas
7. At the end of the quarter, you will write a paper summarizing your internship throughout the quarter. The paper should be no longer than 2 pages. Attach the paper to Canvas

#### Guidelines for the Weekly Activity Log

# Your weekly activity log is similar to keeping a journal concerning the activities of your internship. Each entry should cover four major areas.

# 1. Summary of your responsibilities.

# 2. Impressions of the field/responsibilities

# 3. Learning

# 4. Relation of information/experiences to your objectives.

#### Internship Reflection Assignment

In this paper you will are asked to reflect on you r experiences as an intern. Specifically, you should cover the following questions, but additional information is always welcome.

1. General description of the internship.

2. Was the internship a positive experience? Why or Why not?

3. What aspects of the field did you enjoy? Why? What aspects of the field did you not enjoy?

5. What about the field was surprising to you? What aspects did you not know about before?

6. What interpersonal skills are required to succeed in the field? Do you have those? How can you develop them?

7. How has this helped your professional development? What have you learned that will help your career? Who have you met that will help your career?

8. Are you still interested in this field? Has the internship deterred you in any way

**Internship Application Approval Form**

To be filled out by Internship Supervisor

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Qtr/year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Supervisor Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours student will spend in the field per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of units: **\_\_\_\_\_\_\_\_\_**

Brief Description of Internship

I Approve this Internship Placement

**Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email this form to: [ESSindependentstudies@gmail.com](mailto:ESSindependentstudies@gmail.com)