



Oregon State University
College of Forestry

Natural Resources Program

Course Enrollment Request/ NR 410 Internship

Student Name:		Student ID:	
Credits Requested (1-6):	Campus:	Term:	
Email:		Phone:	
Specialization Option:			
Grading Basis: A-F __Pass/No Pass__		Title of Internship:	
Academic Advisor:		Phone:	
Email Address:			
Advising Notes:			
Approved:		Date:	
OSU Internship Supervisor: Stacy Rosenberg		Phone: 541-737-1499	
Email Address: stacy.rosenberg@oregonstate.edu			
Approved:		Date:	
Organization:			
Site Supervisor:		Phone:	
Email:			
Address:			
Approved:		Date:	
Program Director: Ron Reuter			
Email: ron.reuter@oregonstate.edu		Phone: 541-737-1306	
Approved:		Date:	

4.2021 Copy to student/student file/Internship Supervisor/Site Supervisor

INSTRUCTIONS:

Please attach a professionally written proposal that describes your internship and includes the following:

- Description and Title of the Internship
- Learning Objectives
- How you feel this internship prepares you for your career and relates to your area of specialization.
- Deliverable for assessment of learning (research paper, video, website, product, etc...)
- # of hours to be worked (Note that 30 hours = 1 credit)
- Frequency and Method of Contact with OSU Supervisor (weekly, biweekly, in person, web conference, Email, etc..)
- Frequency and Method of Contact with Site Supervisor (weekly, bi weekly, in person, web conference, email, etc...)

Important things to know...

1. You must have a declared specialization before completing an internship.
2. The proposal approval process should ideally begin two terms before the internship is to be completed. Allow plenty of time to develop the proposal and get it approved with signatures from your Academic Advisor, Internship Supervisor, Site coordinator and Program Director. It is normal to go through several drafts.
3. Signatures should be obtained in the order listed above. After getting the Site Supervisor's signature return the form to Terina McLachlain (email to terina.mclachlain@oregonstate.edu). Terina will get the final signature from the Program Director, put a copy in your electronic file and send a copy via email to all parties.
4. Once your proposal has been accepted a unique CRN# will be given to you so that you can register for NR 410 credits during your assigned priority registration phase for the term in which the internship will be completed.
6. You will need to be registered for credits in the same term that you are actively working on the internship. For example, summer internships will require you to register for summer term. Internships may encompass more than one term but you would need to register for credits for each term.
5. At the completion of your project your Site Supervisor will submit an evaluation to the Internship Supervisor. The Internship Supervisor will review this evaluation as well as the "final project" that you agreed on in your proposal and any other specified requirements in order to assign a grade (A-F or Pass/Fail).