

Setting the Stage for a Successful Internship

ODU Sustainability and Conservation Leadership



Agenda

- Professional Behavior
 - Representing yourself, faculty, ODU, and the hosts
- Weekly Reports
- Benefits
 - Networking
 - Field Experience
- Expectations
 - Organizational policies on communication, use of equipment and safety
- Procedures
 - Conflicts
 - Disciplinary actions



Remember

- You represent the faculty, ODU, the CL Minor, and the organization
- You are fully prepared for your internship
- You bring a great deal to the table
- Do not have your parents call about anything!



Daily Behavior

- Dress appropriately
- Arrive on time every day
- Stay off your cell phone
- Be engaged, ask questions, have a positive attitude
- **Leave your personal drama at the door**



Daily Behavior

- Use good judgment and ask when unsure
- Manage risks
- Use critical thinking and problem solving
- Do not expect hand-holding
- Work with you supervisor and faculty to work on your project
- Do not expect a “grading rubric” for assignments, take initiative and be a **leader!**



Do not Forget Your Paperwork

- Part of professional behavior is completing your internship assignments:
 - On time...
 - Being thorough with weekly reports, one or two lines does not cover a week...
 - Giving your internship supervisor a week or more to complete any documents needing signatures (e.g., hours log, reviewing video, etc.)



Weekly Reports

Workspace for “Stay Woke: Participate and Understand Your 369/668 Course”

Hello Hans-Peter, do you want to chat with me, your virtual buddy?
[Yes, let's talk](#)

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You are logged in as Hans-Peter Plag (hpplag@tiwah.com).

Old Dominion University
Mitigation and Adaptation Research Institute
Department of Human Movement Sciences
Conservation Leadership

INTERNSHIP PROGRESS REPORT

[Class Schedule](#)

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Manage Your Progress Reports

Instructions: Reports should be completed and submitted at the end of each reporting period of approximately 40 hours by you. Comments will be provided by the instructors in a timely manner.

[Stay Woke](#)

[List of Mails](#)

You have currently drafted or submitted 1 Progress Reports.

[WWW Notes](#)

[References](#)

Report List

[Edit This Report](#)

[View This Report](#)

Report 1 (-): Status: draft (last edited on 07/30/2019, 08:30:37pm): hours

[Change Password](#)

[Log Out](#)

Total hours summed up: 0 (reported:).

[Add New Report](#)

[Print All Reports](#)

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INTERNSHIP PROGRESS REPORT

Manage Your Progress Reports

You are going to edit your draft report last edited on 07/30/2019, 08:30:37pm.

Report Number: 1

Time period covered by the report from: to:

Hours this period: Total hours:

Please make sure to TYPE your report below AND use COMPLETE SENTENCES. Please submit progress every time you have complete roughly another 40 hours of your internship work. Please add the hours you participated in day-to-day work or conducted case study work at the host institution and hours you spent on the case study remotely. You can expand the boxes as needed.

Part 1. Reflections

Reflect on the experiences in the reporting period (e.g., learned skills, new insight and knowledge, and capabilities). Note that in this section you should comment on the value of what you do and experience in the internship for your professional and personal development.

Part 2. Activities

Report on the activities during the week. Among others, identify the specific work done, attended meetings and conferences (e.g., formal and informal meetings with your site supervisor and topic discussed).

Part 3. Concerns

Cite any areas of special concern at this time (e.g., any problems related to the fieldwork experience or worries about the case study).

Part 4. Plans

Give proposed agenda for next week (e.g., agency assignments, project updates, accomplishment of goals). Be detailed enough so that the instructors can assess the quality of your plans.

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Benefits

- Networking
 - Possible future employment
 - Never underestimate who you meet, who they know, etc.
 - Think about it, “would my supervisor write me positive letter of reference...on any given day of my internship?”
- Field Experience
 - May provide you with the extra to secure a job with USFWS, NPS, NFS, BLM, state parks, NGOs, etc.
 - Cannot be taught from a book....teachable moments!



Expectations

- Host Policies
 - Communication
 - Verbal, written and electronic communication
 - Do not communicate with supervisors as if you were texting a friend
 - Proper salutation, content, punctuation and grammar, signature
 - Use of equipment
 - Computers, vehicles
 - Safety
 - Risk Management



Procedures

- Conflicts
 - How do you handle them?
 - Who?
 - What can you expect?
- Disciplinary actions



At the end of your internship.....

- Have a professional reference from the internship site
- Have job leads
- Have contact information from other professionals (beginning your professional network)
- Update your resume/CV and e-Portfolio to include your internship experience

