



TROPICAL CONSERVATION SEMESTER Ceiba Foundation for Tropical Conservation

CONSERVATION INTERNSHIPS (2 cr.) (Spring 2018)

Professors: Dr. Catherine Woodward and Dr. Joe Meisel, plus local supervisors

Dates: April 22 – May 20

Website: <https://ceiba.org/education/field-courses/tropical-conservation-semester/tcsdocs/>

Important Dates & Deadlines

Feb 1	Deadline to make initial contact with 2-3 organizations you are interested in working with.
Feb 5	Discuss internship selections with Catherine or Joe (1 st choice and backup)
Feb 7	Deadline to finalize internship option with 2 organizations you may work with (1 st choice and backup)
Feb 15	DUE: Final internship selections. Deadline to send agreement form to organization.
Mar 3 – 8	Suggested dates to reconnect with organization, confirm dates/plans, and get internship agreement forms signed
March 9	DUE: Signed Internship Agreement Form
April 22 (Sun.)	Travel to internship site
Apr 23 – May 18	INTERNSHIP
May 18	Last date to ask supervisor to fill out intern evaluation form
May 19 (Sat.)	Travel back to Quito
May 21	Report to USFQ classroom 9:30 a.m. DUE: Organization evaluations and journal
May 23	Oral presentations in class: 9:00 a.m. USFQ campus DUE: Written Report Due

Purpose

Conservation internships provide the opportunity for students to apply the background they have received during the semester on the ecology, environment, culture, and language of Ecuador to work on current conservation or applied research projects. Students will form relationships with staff members of Ecuadorian organizations, providing for a mutually-beneficial cultural exchange, the potential for acquiring useful job skills, and a chance to become familiar with careers in conservation and associated organizations. Furthermore, student interns can contribute tangibly as “ambassadors of goodwill” to the efforts of Ecuadorian NGOs and other institutions.

Setting up your Internship

This course requires time to set up your internship, the 4-week internship itself, and a follow-up period where you will present the outcomes of your experience orally and in writing. Early during the semester program, you should select an internship placement from the list on the **TCS internships page** ([accessible from tcsdocs](#)). You may also propose to work with another organization that you have approached independently. Your final placements will depend in part on your language skills and interests, the current priorities of the host organization, and approval of your placement by course faculty and the organization. Ceiba covers the cost of your internship stay, plus a small stipend to cover your costs of traveling to and from the internship site.

Prior to the start of the internship, you will discuss the details of your project with the host organization, including responsibilities and work schedule. **START EARLY!** Make sure you ask questions to know what will be expected of you by both your supervisor and professor. You must obtain a signature on the **Internship Agreement Form** from the individual who will supervise you, and turn this in to your professors by the deadline (see schedule above). The best way to do this is to email your organization’s contact person the fillable PDF of the agreement (available on the internships page) or the link to the online form and have them email back to you.

You are not expected to develop your own project, but to assist in a project being carried out by the organization, as agreed upon between you and your supervisor. In certain cases, you may assist in designing a project or develop an independent project that in some way contributes to the organization’s broader goals.

Requirements of the Internship

You must contribute a **minimum of 80 hours** of work over the 4-week period, either in a regular schedule (20 hours per week), or irregularly, depending on the project's needs as agreed upon by both the you and supervisor. Most people work more than this. All projects *must include a field component*, however small.

If a single organization that you are interested in working with cannot provide enough work to satisfy this load, you must find a second institution to work with to make up the remaining time. An internship agreement form must be obtained for all organizations with which you work. At the end of the internship, you must turn in the following items.

1. Intern Evaluation Form: Print out and carry this form with you to your site! A few days before you leave your internship, request that your supervisor fill out the evaluation of you, and send it directly to your professors via email, or give it to you in a signed and sealed envelope to hand in.

2. Journal: You are expected to keep a **daily journal** during your internship in which you describe and reflect upon your daily experiences: how you spent your time, how you felt about it, any data you collected, and any ideas that came to mind. Be sure to reflect on *how your internship relates to or benefits conservation*. Your journal must include appropriate details such as dates, locations, names of people you worked with, etc. in a similar manner to your field notebooks. Keeping a good journal should assist you greatly in recalling details you'll need for your paper and presentation. *The journal is due the first day class meets in Quito following your internship – please plan accordingly!*

3. Written report: See the guidelines supplied for completing your report. It should summarize your internship activities, including an introduction to the organization and project, detail on the activities you engaged in, the results of your work, and a reflection on the broader meaning or impact of your experience, to you, the organization, and the broader community. If you take any research data during your internship you must include a summary of this data in your report. Also include a discussion of outcomes including how your work contributed to the mission of the organization, the goals of the specific project, and more broadly to conservation in general. Include suggested actions to advance the program. Any written or graphical materials produced during the internship, such as raw data, training manuals or environmental education pamphlets, must be appended to the report.

4. Oral presentation: You will give a short oral presentation to the group that should cover these same elements of the report, plus provide an opportunity for more informal "story telling" and sharing of images.

5. Organization Evaluation Form: Print this form out or fill it out online, and turn it in to your instructors on the first day back in Quito. These evaluations help us gauge the effectiveness of the organization in providing a valuable and rewarding internship experience for TCS students.

Grading

Journal: 15%

Written report (<10 pages, not including graphics and images): 30%

Oral presentation (15 minutes): 25%

Supervisor evaluation: 20%

Participation: 10% (includes timeliness and initiative in setting up your internship, completing responsibilities on-site, and post-internship requirements)