



Ceiba Foundation for Tropical Conservation
TROPICAL CONSERVATION SEMESTER
Spring Semester 2024

INTERNSHIPS in CONSERVATION and COMMUNITY DEVELOPMENT
15 April - 15 May
(2 credits; UW Zoo 677)

Coordinators

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Canvas and Google Drive

Please enroll in the Canvas course (invite via email), which will be used mostly for assignments and grades. **Note Ceiba does not use the same Canvas system as UW.** Create a username and password the first time you access the page, and then edit your profile. Be sure the time zone is set to Quito, Once you are enrolled, access all your TCS courses at: <https://canvas.instructure.com>. Please also ensure you have access to the shared TCS google drive (invite via email), where all other course files will be available.

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, engage in the 4-week internship itself, and a follow-up period where you submit your final deliverables and present the outcomes of your experience. Early during the semester, you will select an internship placement from information and links provided by the program coordinators. 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 send the person who will be your supervisor the link to the online agreement form, or a fillable PDF. All links and forms are available in the TCS shared folder.

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.

Important Progress Benchmarks

Here are some of the progress benchmarks for setting up your internship; the coordinators will set exact due dates, and you will find all necessary materials on the TCS shared google folder or on canvas.

- **January:** Make initial contact with 2-3 organizations with whom are interested in working
- **February:** Discuss internship selections with coordinators (1st choice and backup)
- **February:** Finalize internship options with 2 organizations (1st choice and backup), and send them the internship agreement
- **March:** Reconnect with organization, confirm dates/plans, and get internship agreement forms signed.
- **March:** Submit signed internship agreement form
- **April:** Contact internship org to reconfirm arrival details to internship site
- **April:** Travel to internship site
- **April - May:** INTERNSHIP
- **May:** Request supervisor fill out intern evaluation form
- **May:** Submit your internship evaluations, and journal
- **May:** submit your internship deliverable(s)
- **May:** Oral presentations in class

Requirements of the Internship

You must contribute a **minimum of 60 hours** of work over the 3-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*. At the end of the internship, you will submit the following items:

1. Intern Evaluation by Supervisor: Your supervisor will fill out an evaluation of your performance that will make up part of your grade. Give your supervisor the option to submit the evaluation form online, send it as a PDF via email directly to your professors, or fill it out on paper and put it in a sealed envelope for you to take back with you. Please request that your supervisor complete the evaluation several days before the end of the internship so that it is returned by the end of the semester!

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, ideas that came to mind, how you were impacted professionally or emotionally, and how you felt about the contribution you made. 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 presentation. *The journal is due the first day class meets at USFQ following your internship – please plan accordingly!*

3. Specific Deliverable(s): All internships are different, but early in the planning process you should identify a tangible product that you will produce. This will give you a specific goal to pursue during the internship, that provides you with a demonstrable end-product of your efforts, and preferably fulfills a need of the organization. The creation of these deliverables can build your resumé and serve as evidence of the quality of your work to potential employers or graduate schools. You should discuss ideas for a specific deliverable with your internship supervisor and get it approved by your TCS professors. Be sure it is included in your internship agreement! Below are a few examples, but

Short Popular Article: Write a brief popular article, suitable for publication on Ceiba's website, your University's website or alumni magazine, a blog, or even your local news outlet. Be engaging and compelling: tell your story and that of your internship organization! How did the internship positively affect you? What were the benefits for conservation? Who were the local people – supervisors and stakeholders – with whom you worked? Summarize the main challenges facing your internship organization, and highlight their key successes. You should view this article as an opportunity to promote the great work your organization is doing, and to practice a different kind of writing, one that is descriptive, absorbing, and inspiring.

Informational, Educational, or Communications Media: If your internship involves communication or public education, you may choose to create an infographic, sign, video, app, or story-map. Examples might include a poster on the benefits of forest conservation for water quality, a detailed map of a conservation area (use your GIS skills!), a laminated card with common species in an area, or a booklet on medicinal plants used by a community.

Scientific Paper: If your internships includes a significant research aspect, you may wish to prepare an article suitable for publication that summarizes your findings. The paper will follow standard scientific format -- Introduction, Methods, Results, Discussion -- and clearly indicate the questions(s) you were

testing, the methods used address them, the data you collected, and a review of the main findings and their significance to conservation and/or science.

Training Manuals: Conservation and education programs often can benefit from production of training manuals -- either for students or instructors -- to ensure that the activities developed during the internship can be replicated in the future. Examples include a seed germination manual, a reforestation manual, or a compendium of environmental educational lesson plans.

4. Oral presentation: You will give a short oral presentation to the group where you can share your deliverables, and provide an opportunity to share your story and images of your experience. If you were joined at your internship by other TCS students, you may present as a group, but make sure everyone presents equally.

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

6. Participation: Part of the grade for the internship will include an evaluation of your participation during the entire process. This includes submitting the required items listed above, your timeliness and initiative while setting up your internship, and all post-internship requirements.

Assessments

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| Supervisor Evaluation | 20% |
| Daily Journal | 15% |
| Concrete Deliverables (must be pre-approved) | 40% |
| Final Presentation | 15% |
| Supervisor Evaluation | 20% |
| Participation | 10% |

Grading Scale*: A=100-92%, AB=91.9-88.0%, B=87.9-82.0, BC=81.9-78.0, C=77.9-70.0, D<70.0

**Please note the USFQ online grade system displays only whole-letter grades; your final grade will appear correctly on your transcript from UW-Madison.*

Statement on Diversity & Inclusion

Diversity is a source of strength, creativity, and innovation at the Ceiba Foundation. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the program and broader community with whom we interact. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals, and we encourage all participants to value the contribution of one another, and to treat each other with respect.

Academic Conduct

All students on the TCS program are expected to agree to a common Code of Conduct. As a visitor in Ecuador and a representative of your home country and the Ceiba Foundation, we expect you to act at all times in a safe, responsible, culturally sensitive, and respectful manner. As a UW-Madison affiliated and accredited program, Ceiba abides by the same rules governing academic conduct. All homework, quizzes, tests, and written assignments require your own thought and effort. Any student found to have submitted plagiarized material, or have otherwise obtained information falsely, will be subject to rules governing UW Academic Misconduct. Consequences of academic misconduct may range from failure on the assignment, failure in the course, or (in extreme cases) expulsion from the Tropical Conservation Semester program without refund. But most of all, we encourage all students to have fun, learn a lot, be curious, and enjoy the richness of the world around you!