**NRT Internship Application/Report Guidelines**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must complete and turn in this form no later than 1 month prior to the start of your internship. In addition, no later than one month after the end of the internship you must complete a **two-page essay** with reflections on how the internship has provided a) experiential learning, b) engagement and other professional development opportunities (e.g., communication, project coordination, etc.), c) career opportunities.

**Goals of an internship**

Internships should provide an opportunity to a) engage with stakeholders, b) have experiential learning opportunities on topics relevant to the OSU NRT, and c) get professional training, in line with your career expectations (from IDP).

**Choosing an internship site**

We have partnered with a number of federal, private and academic institutions who have committed to provide internship opportunities to NRT trainees. For a list of partner institutions please checks our web site: <http://marinerisk.ceoas.oregonstate.edu/partners/>. Check also the excerpts from previous student internship reports: <http://marinerisk.ceoas.oregonstate.edu/internship-experiences/>. More internship opportunities can be explored in collaboration with the students and faculty supervisors.

**Financing your internship**

The NRT can provide support for travel to and from internship sites but not for living expenses, letc. Internship funds must be used for internship-related travel only. Attending or presenting research at a conference does not fulfill the internship requirements, and therefore funding requests for attending conferences will not be considered. It might be advantageous to take the internship in the summer as you will still receive your stipend and will only need to be signed up for 3 credit hours.

**How to register for internship**

If you are planning on taking your internship in the summer, please sign up for no more than 3 credit hours. You may take these as thesis or internship credits. If you decide to take them as internship credits, please check with your home department on the specifics of this.

**Applying for an internship and for travel funds**

In about one page, please address the following points.

1. Place/institution where the internship will be conducted

2. Goals of the internship

3. Duration and supervisor during the internship

4. What term are you planning on taking the internship?

5. How will the internship provide a) experiential learning, b) engagement and other professional development opportunities (e.g., communication, project coordination, etc.)

6. If funds are sought, then include a budget and justification (up to $1,500 in travel is allowed)

7. Acknowledge that it is your responsibility to fulfill the technology and security requirements needed by the host institution