**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. Please fill in ALL categories including a budget justification.

**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 such as per diem. Lodging for up to $600 may be considered if the student has a compelling reason as to why the stipend would not over lodging costs. Rent for Corvallis while the student is away is not an allowable expense. 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. You must check with your Research Group to make sure you will still be engaged with them during your absence. Please provide a budget of all of your expenses up to $1,500

**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.