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## Society for Biodiversity Preservation

*Conservation Custodians*

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### High School Internship Program

#### I. Information for Host Organizations

##### A. Introduction

Internships are opportunities for students to translate theoretical concepts learned in the classrooms to workplace settings and gain practical/field experience. An internship also allows the student to observe workplace interactions, collaborate with diverse professionals, adopt a strong work ethic, and to meet professional expectations and requirements. Work done outside the classroom brings new depth and meaning to the work done inside the classroom, and exposes the student to the importance of their school work.

Students regard internships as a way to confirm their interest in a given field or discipline as in a career camp. An internship is an opportunity to get a "taste" for a career discipline/ type of work before a student commits to a college or university program or working in a full-time position. Internship experiences can help a student hone in on their area(s) of interest and focus on the type of work for which they are best suited for, and work that they find most interesting.

SBP high school internships aim to enhance environmental awareness among students and to foster a new generation of informed environmental stewards and custodians of our natural heritage.

##### B. Subject Areas

High school students can intern for various host organizations, including local, state, national, and international non-profit organizations which operate in environmental protection and natural resources conservation. Internships are typically 4 or 8 week stints in several subject areas including but not limited to:

- Alternative Energy
- Agroecology
- Campus Sustainability
- Conservation Biology
- Environmental Education
- Public Policy
- Terrestrial and Aquatic Biological Research
- Pollution Prevention
- Stewardship of Natural Areas
- Sustainable Agriculture
- Climate Change studies
- Ecology Research

### **C. Funding**

Host organizations wishing to host an SBP internship, can directly hire the students either at an hourly rate consistent with their normal practices or through a contract for a fixed amount for a specific period of time. If requested, SBP would assist in identifying appropriate students, but the hosting organization will be responsible for all payroll management issues, for providing suitable space for the student, on-site supervision, and in meeting SBP terms and requirements of this internship.

### **D. Application Process:**

To apply for an SBP Internship Grant, the host organization must complete the attached **application form (next page of this document)** at least 4 weeks prior to the commencement of the internship that they have identified. Completed application must be sent to [grants@preservebio.org](mailto:grants@preservebio.org)



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### II. High School Internship Application

- This form should be completed by the host organization where the student will be interning.
- Completed application materials are due to **grants@preservebio.org** at least 4 weeks prior to start of internship.

#### A. Student Information

Name: \_\_\_\_\_ ID \_\_\_\_\_

                    Last                      First                      Middle Initial

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Address: \_\_\_\_\_

                    Street                      City                      State                      Zip Code                      Country

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

                    MM/DD/YYYY

                    MM/DD/YYYY

Work Days: \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

Work Hours: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM TOTAL HOURS: \_\_\_\_\_

Faculty Recommender: \_\_\_\_\_ Faculty Email: \_\_\_\_\_

#### B. Hosting Organization Information

Hosting Organization \_\_\_\_\_

Hosting Site Supervisor Name & Title: \_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_ Site Supervisor Phone: \_\_\_\_\_

Address: \_\_\_\_\_

                    Street                      City                      State                      Zip Code                      Country

**Total estimated amount the student will be paid for the internship \$ \_\_\_\_\_**

*Briefly describe the internship project(s) and tasks assigned to the intern, and the expected learning outcomes (knowledge and abilities) for the student. Please note that no more than 20% of tasks should be clerical in nature.*

*Briefly describe any orientation or training the student will receive to optimize this learning opportunity and ensure these outcomes.*

*Please identify how the intern will have opportunities to collaborate with other stakeholders (i.e. staff, leadership, clients, community members, etc.).*

*By typing your name below, you are attesting to the accuracy of the information provided above and providing your electronic signature.*

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_



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#### III. Guidelines for the Internship Host Supervisor

Welcome to the Society for Biodiversity Preservation (SBP) internship program! As the host organization representative, you are responsible for ensuring that the intern's learning objectives are met. Following are helpful guidelines to ensure that the internship project is successful.

##### A. Daily Work Log

Interns should keep a daily electronic log of project activities worked on each day. Some examples include technical questions that arose, data collected, observations made, meetings attended during the day, etc. Also, providing a list of resources such as collaborators and stakeholders, their contact information, as well as their areas of expertise will be helpful to the intern.

##### B. Bi-Weekly Progress Reports

The intern should send progress report at the end of every two weeks to the host supervisor and also provide SBP the opportunity to receive these reports. These reports should include a short explanation of intern's activities, as well as any project results, outcomes, or conclusions that have been obtained.

##### C. Meetings

The intern should meet with their host supervisor in regularly scheduled meetings every two weeks at the intern's host organization's physical location, or over the phone.

##### D. Final Report

The intern is expected to be working on the final report throughout the internship and submit it to the host supervisor for review before the end of the internship. The intern will also make a formal presentation of the project work to the host organization and SBP at the end of the internship. The final report and presentation should be comprehensive and thoroughly explain the work done. The final report must be submitted to the school, to the host organization, and to SBP before the end of the internship. SBP reserves the right to share the internship report/findings on its website.