Internship Registration
For Environmental Sciences, Policy and Management (ESPM); Fisheries and Wildlife (FW); Forest Resources (FR); or Forest and Natural Resource Management (FNRM)

Students must first consult with one of the Internship Coordinators - Dr. Nic Jelinski (ESPM/FR/FNRM): jeli0026@umn.edu or Dr. Francie Cuthbert (FWCB): cuthb001@umn.edu to make sure their internship qualifies for academic credit. Internships should require 120 hours of working time at a minimum (typical summer internship experiences will be 400 hours or more). You may have job experience that qualifies as an internship but is titled summer or seasonal employment. You may want to schedule a time to meet with a career counselor from Career and Internship Services (612-624-2710) for advice on searching for an internship. It is not the responsibility of the instructor to place students in internship positions. Internships may be paid or unpaid. Some funding and grant opportunities are available for students in unpaid internships: Career and Internship Services

Are You Completing Your Internship/Experience In the Summer? Take ESPM 4096!

Option 1: Fall Registration
Step 1: Follow the Internship Agreement Instructions during the spring semester prior to your summer internship to gain approval to take the course in the fall semester immediately following your summer internship.

a) Go to GoldPASS
b) Log into (or create) your account.
c) Select “Internship Agreement Form” on the left column.
d) Click on the “Other” tab.
e) Complete all required fields, including full position description (you may need to get one from your internship site)
f) Under Internship Information, provide or select the following information:
   Faculty Advisor: ESPM – Nic Jelinski, FWCB - Francie Cuthbert
   Number of Credits: 1
   Term you will receive credit: Fall
   Course Number: CFAN ESPM 4096
   Section Number: Enter the section you prefer from the course schedule
   Internship Documentation: Presentation, Small Assignments
   Learning Goals: Type in: “To Be Determined”
g) Submit form
h) The form will be electronically routed for approval by the site supervisor you provide and the Internship Coordinator in Career and Internship Services. Tell your site supervisor to watch for the e-mail, which requests approval of the agreement. Be sure to allow time for the approval process prior to the beginning of the course.

Step 2: Once your internship agreement is approved, you will receive a permission number for your preferred fall section of the course. We will provide enough seats to meet demand of all students who need to enroll in this course. See fall course listings for details about fall course times and locations.

Step 3: Complete all requirements for ESPM 4096, which include: a) attending all class meetings; b) developing a poster presentation to describe your internship experience to incoming transfer students. Grading is A – F only.

Option 2: Summer Registration
A summer section of CFAN 3096 runs concurrently with the internship experience. This course may be substituted for ESPM 4096 if you need to earn your credit/receive grade in summer or if an employer requires concurrent registration. Follow instructions for spring/fall registration below. Note that summer tuition and fees will apply.

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Are You Completing Your Internship/Experience In the Fall or Spring Semester? Take CFAN 3096!

Step 1: Follow the Internship Agreement Instructions listed below to gain approval to take the course. This must be completed by the fifth business day of the semester for which you are registering. The learning agreement will be routed for approval by your internship site supervisor and the internship coordinator.

   a) Go to GoldPASS
   b) Log into (or create) your account.
   c) Select “Internship Agreement Form” on the left column.
   d) Click on the “Other” tab.
   e) Complete all required fields, including full position description (you may need to get one from internship site)
   f) Under Internship Information, provide or select the following information:
      Faculty Advisor: Kimberly Strauss Johnson
      Number of Credits: 1
      Term you will receive credit: Fall, Spring or Summer (select term that is concurrent with your internship)
      Course Number: CFAN 3096
      Internship Documentation: Presentation, Small Assignments
      Learning Goals: Type in: “To Be Determined”
   g) Submit form
   h) The form will be electronically routed for approval by the site supervisor you provide and the Internship Coordinator in Career and Internship Services. Tell your site supervisor to watch for the e-mail, which requests approval of the agreement. Be sure to allow time for the approval process prior to the beginning of the course.

Step 2: Upon approval of the Internship Agreement, you will be e-mailed a permission number which will allow you to register for the course.

Step 3: Complete the course, including three, required in-person meetings during the semester and regular on-line assignments.

If you have any questions, please contact Career and Internship Services at careerhelp@umn.edu or 612-624-2710