

## Kellogg Biological Station Summer Undergraduate Internship Program

*(Created by M. Patel, Harvard Forest – adapted with permission by DZ 18 Oct 2016)*

### EXPECTATIONS FOR STUDENTS

The KBS summer program is a 12-week internship experience in which approximately 8-12 undergraduates complete a professional work experience under the guidance of a mentor. Our goal is to provide an excellent pre-professional and educational program to students who are eager to learn and pursue careers related to natural, historic, and cultural resources, science, education or non-profit marketing, development and communications. The minimum expectations we have for students in our program follows.

Students should understand this is a combined research and education program that involves commitment and effort on your part to get the full benefits. This is not “just a job”. While all mentors invest a great deal of energy in training and educating students in their positions, it is the student’s responsibility to take advantage of the various aspects of the program including training, seminars, workshops, etc.

Working, taking courses and living together as a group in such close quarters requires every student to be considerate of their fellow students and KBS staff members so that everyone can have an excellent summer experience.

**I@State:** We coordinate our internships through MSU Career Services I@State Program. Mentors and students are required to submit program documents with a copy to both the KBS Coordinator and I@S. Links to information and forms can be found here: <http://careernetwork.msu.edu/resources-tools/faculty-staff/internships-at-state/Internships-State-student.html>

#### *Before Summer*

Upon being accepted into the program, student should:

- Complete all forms requested in a timely manner so that your pay and housing are secured.
- Arrange travel to KBS, 3700 E. Gull Lake Drive, Hickory Corners, Michigan, 49060.
- Read all materials provided by KBS for your program and position.
- Interact with your mentor regarding questions about your position.

#### *During Summer Employment and Education*

NOTE: This is a basic outline of the 12 week summer program. Changes and additions to the schedule, and more detailed information will be provided during the summer.

Weekly:

- Meet with mentor(s) to discuss:
  - The overall project.
  - Student progress including concerns, questions, and other opportunities in the unit.
- Attend Professional Development seminars and other required training and workshops.

Weeks 1 - 2:

- Day 1: Meet with mentor(s) to discuss summer plans and expectations.
- Complete required training for your position.
- Attend the Summer Student Orientation and Welcome BBQ on **Sunday, May 21**.
- Attend required Professional Development, workshops and seminars.
- Student will work closely with mentor for at least the first two weeks of the summer program.
- Student turns in signed Learning Agreement to Coordinator and I@S by **end of Week 2**

### Week 3:

- Regularly meet with mentor(s), **at least once a week** to discuss your position and your progress.
- Attend required Professional Development, workshops and seminars.
- Mentors will provide feedback and work with student(s) to define their project, if applicable.
- Decide which product(s) you will prepare for end of summer (blog post AND/OR poster + 1 minute elevator speech for KBS Undergrad Symposium) and let Coordinator know **by the end of Week 3**.

### Weeks 4 – 8:

- Regularly meet with mentor(s), **at least once a week** to discuss student progress.
- Attend Professional Development, workshops and seminars.
- Begin preparing for end of summer symposium.

### Weeks 9-11:

- Prepare for end of summer symposium. Mentors will be available to help students with:
  - **Abstracts/Summaries: Final version due to Coordinator Wednesday, July 26.**
  - **Posters: Maximum dimensions are 36" H x 44" W**
- Attend Professional Development, workshops and seminars.

### Week 12:

1. Students are required to attend/participate in the KBS Undergraduate Summer Symposium on **Wednesday, Aug 2 from 3:30-5:30 p.m.**
2. Complete final evaluation about your Internship experience at KBS.
3. Wrap-up all project related issues before you leave KBS the end of Week 12.
4. Work with mentor to decide if/how you will continue to work on or contribute to the project.
5. Ensure that all spaces are clean and that your mentor has the most current version of your files.
6. Email your blog post or a PDF of your poster to Coordinator before you depart KBS.

### **Other important considerations:**

- Students will treat all members of the KBS community in a respectful manner, recognizing the impact that their attitude may have on others.
- Students are expected to promptly seek help regarding any problem they are experiencing to someone in a position to help (i.e., RMs, Coordinator).
- All students will assist in the smooth running of the Room & Board program under the direction of the Conference Center and their respective House Captain.
- RMs help students facilitate activities, but are NOT responsible to entertain you or be your chauffeur. We expect students to be pro-active and assist with extra-curricular activities.
- All clean-up related to student activities are the **collective responsibility of all students involved**.

### **After Summer**

1. If appropriate, students are expected to disseminate project results from their summer experience by presenting their poster at MSU's URAAF the following Spring.
2. Students are expected to participate in Alumni surveys.

Contact the Coordinator, Danielle Zoellner (zoellne8@msu.edu), at any time to discuss questions, comments and concerns you may have about the summer program.