

Summer Undergraduate Internship Program

Kellogg Biological Station

Expectations of interns:

The KBS summer program is an 11-week internship experience in which a cohort of 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; and science, education, or non-profit marketing, development, and communications. The minimum expectations we have for students in our program follows.

This is a combined internship and education program that involves commitment and effort of both the mentor and intern to get the full benefits. We offer more than “just a job” and expect that interns will take advantage of the unique community at KBS and the professional development opportunities offered. Mentors invest a great deal of energy in training and educating students in their positions, and the interns have the responsibility to take advantage of the various aspects of the program including training, seminars, and workshops.

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. Please make sure to review the “KBS Code of Conduct”, as you will be required to review and sign a copy of this document when you arrive on site.

Every individual at KBS must be committed to cultivating an inclusive and welcoming environment. All members of the KBS community with treat one another with respect, recognizing the impact that their decisions and biases may have on others. KBS programs include people from around the U.S. and around the world. Disrespect and hate will not be tolerated. URAs have support available (Internship Mentors, Resident Mentors, Academic Programs Coordinator, KBS Director, etc.) regarding any problem they are experiencing, and are encouraged to promptly seek help for any issue.

All students will assist in the smooth running of the Room & Board program under the direction of the Conference Center and Resident Mentors (RMs). RMs help students facilitate activities, but are not responsible for entertainment or driving. There will be coordinated social events and grocery runs where transport is available. We expect students to be pro-active and assist RMs with extra-curricular activities.

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>

Internship Timeline:

Before Summer

Upon being accepted into the program, student should:

- Complete all forms requested in a timely manner to ensure that your pay and housing are secured. Requests for forms will come from your mentor and the Academic Programs Coordinator via email.
- Arrange travel to Kellogg Biological Station before your start date. Kellogg Biological Station is a satellite campus of Michigan State University located at 3700 E Gull Lake Drive, Hickory Corners, MI 49060. We are happy to help organize arrangements.
- Read all materials provided by KBS for your program and position.
- Interact with your mentor regarding questions about your position. We want you to be as prepared as possible for your summer experience, and are here to help you.
- Connect with your summer cohort through community building zoom meetings.

During Summer- Employment and Education

This is a basic outline of the 11 week summer program. Changes and additions to the schedule, and more detailed information will be provided during the summer.

Weekly throughout the summer:

- Meet with mentor(s) to discuss:
 - o The overall project you will be working on such as the basic science, methods, impacts, and ownership of the project including authorship of any products.
 - o Student progress including concerns, questions, and other opportunities in the unit.
- Attend Professional Development seminars and other required tours, training, and workshops. A schedule will be available before the program starts.

Weeks 1-2:

- Attend the Summer Student Orientation and Welcome BBQ.
- Day 1: Meet with mentor(s) to discuss summer plans and expectations.
- Complete required training for your position.
- 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 1.

Week 3:

- Regularly meet with mentor(s), at least once a week to discuss your position and your progress.
- 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 the Academic Programs 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.
- Begin preparing for end of summer symposium.

Weeks 9-10:

- Prepare for end of summer symposium. Mentors will be available to help students with:
 - o *Abstracts/Summaries*: Final version due to Coordinator one week before the Undergraduate Symposium.
 - o *Posters*: KBS provides 2 poster printers and students will sign up for a printing time. Maximum poster dimensions = 36" H x 44" W.

Week 11:

1. Students are required to attend/participate in the KBS Undergraduate Summer Symposium.
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 11.
4. Work with mentor to decide if/how you will continue to work on or contribute to the project.
5. Tie up all loose ends and ensure that your mentor has the most current version of your files. All clean-up related to student activities are the collective responsibility of all students involved.
6. Email your blog post or a PDF of your poster to the Academic Programs Coordinator before you depart KBS.

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 which helps us evaluate longer term program goals.

Please contact the Academic Programs Coordinator, Lindsey Kemmerling (kemmerL4@msu.edu), at any time to discuss questions, comments and concerns you may have about the summer program.