



EPSCoR Track-II: Natural Resource Management Laboratory Intern Responsibilities Best Practices and Guidelines

(Adapted from University of Michigan's How To Mentor Graduate Students: A Guide for Faculty; Full Text Available [Online](#))

1. I acknowledge that I have the primary responsibility for the successful completion of my degree including meeting program requirements and deadlines. I will be committed to my education and will demonstrate this by my efforts in the classroom and in research and/or internship settings. I will maintain a high level of professionalism, self-motivation, engagement, curiosity, and ethical standards.
2. I will meet regularly with my mentor(s) and provide them with updates on the progress and results of my activities.
3. I will learn and participate in the process of actively engaging with various stakeholders that are a part of this project, while adhering to the policies and procedures.
4. I will attend and participate in relevant meetings that are part of my internship program.
5. I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my internship.
6. I will use internship resources carefully and frugally. I will be attentive to issues of safety and courtesy, and will be respectful of, tolerant of, and work collegially with all personnel.
7. I will discuss policies on work hours, sick leave, and vacation with my internship mentor(s). I will consult with my mentor and notify any group members in advance of any planned absences.
8. I will seek guidance from my internship mentor(s) regarding my career plans.
9. I will use the template provided to complete a short summary of my internship activities and include a photo of myself.
10. I will register for a 398 or 498 level course in order to get internship credits that fulfill the elective requirements of my degree program.

Signature of intern student: _____

Date: _____

Degree Program: _____

Internship Location: _____

Internship Mentor(s): _____

Last Updated: 8/9/22