ICON Internship Policy

Overview
Because a key goal of the ICON program is both to train practitioners who are comfortable in the academic world and academics who can collaborate with practitioners, ICON students will be required to undertake an internship, for academic credit, with a conservation organization, government agency, or other group identified as appropriate. The internship is designed to improve professional and personal skills by immersing the ICON student in collaborative work with NGO partners and local stakeholders.

Building on CICR’s strong links with conservation organizations, the objectives of the internship are to provide ICON students with practical experience in conservation and sustainability careers, to help them learn program management skills, and to build their professional networks. ICON students will work closely with mentors from the agency or organization. Depending on the appointment and the needs of the organization or agency, students may: collect, analyze, and present data and information on activities of the organization; communicate best practices to internal or external audiences; manage databases; draft factsheets and reports; and otherwise assist in day-to-day activities of the organization, including budgeting, personnel and risk management, and program implementation.

Internship Policy
1. Internships can occur at any time during the year, though summer is ideal as it allows for fuller immersion. If needed, students may register for internship credit during the fall or spring semester following their summer internship to complete the requirement.
2. Students will register for 3-8 credit hours of ICON 8111 (if on-campus) or ICON 8111E (if off-campus) for their internship. The internship course may be repeated for a maximum of 16 hours of credit. Departmental credit is available if needed (e.g. ANTH 8111 or 8111E). If departmental credit is needed, please contact your departmental graduate coordinator assistant to request the course and cc iconphd@uga.edu.
3. Students will maintain regular work schedules that total a minimum of 100 hours of effort over the course of the internship.
4. Students should initiate discussion of potential internships with their Faculty Advisor early in the ICON program. The ICON Graduate Coordinator is available to work with students and their advisors to identify an appropriate internship.
5. Prior to the internship, students must create a brief proposal with the following information: name of organization/agency, types of activities and responsibilities the student will take on, and what the student hopes to get out of the experience. Internship proposals should be emailed to the ICON Graduate Coordinator (iconphd@uga.edu) and Faculty Advisor. Faculty Advisors must approve of the internship selection (email approval is sufficient). The Graduate Coordinator will be charged with developing alternatives for students who cannot be placed in an internship for one reason or another.
6. Each student will be paired with an individual from his or her internship organization who will mentor that student throughout the internship.
7. At the end of the internship, students will prepare a brief report* (1-2 pages) describing what they did during the internship, what they learned, and where they think this experience might direct their careers in the future. Their course grade will be based on this reflection and on the recommendation of their internship mentor. Reports should be emailed to the ICON Graduate Coordinator (iconphd@uga.edu). Reports are due on the last date of final exams for the current semester.
8. In addition to the student report, mentors will need to complete a brief evaluation form* to provide feedback on the student’s duties and progress through the internship. Evaluation forms should be emailed to the ICON Graduate Coordinator (iconphd@uga.edu). Forms are due on the last date of final exams for the current semester.

*Students will not be assigned grades until report and mentor evaluation forms are received. Contact the graduate coordinator with any questions about the ICON internship (iconphd@uga.edu).