

Instructions for Completing the NRES Internship Course Credit Memorandum of Agreement

The Memorandum of Agreement (MOA) form shall be completed by the student earning the credit with assistance from the employer as needed or appropriate.

The signed MOA shall be returned to NRES before the internship begins or by the end of the first week of the internship if on-site consultation with the employer is needed.

Student Name, Email, and Summer Phone #

Enter your name, email address and summer phone number.

Semester for which you want to earn the credit

- Enter a "X" next to Fall or Spring. (NOTE: If the internship takes place in the summer, select the following Fall semester to earn the credit to avoid paying summer tuition.)
- Enter the Year credit will be earned.

Employer (Company/Agency)

Enter the name of the company or agency sponsoring the internship.

Supervisor Name, Title, Email, Phone #, Mailing Address

Enter the name and contact information for the individual supervising the internship.

Job Title for Internship

Enter the name of the position you will have at the internship (e.g., Research Technician).

Dates of Participation

Enter the start and end dates of the internship. Approximate the dates if the exact dates are currently unknown.

hours/week

Enter the number of hours per week you will work. It is fine to give an approximate number of hours per week (e.g., ~25 hours/week) or to enter a range of hours (e.g., 20-30 hours/week).

Describe specific activities that will be completed for the internship and the approximate percentage of time spent on each activity

Work with the supervisor to compile this information. The percentages should add to 100%.

List learning objectives of the internship

Work with the supervisor to compile this information.

Credits and Evaluation

- Enter the number of credit hours to be earned.
 - 90 hours worked = 1 credit hour

- 91-179 hours worked = 2 credit hours
- 180-269 hours worked = 3 credit hours
- 270 or more hours worked = 4 credit hours (e.g., working 30 hours/week for nine weeks = 270 hours)
- Enter the semester in which the credit will be earned (e.g., Fall 2023).
- 1. Select a “Written Report” option. If there is a specific written project required by the employment/internship, submit a document describing the project with the signed MOA form.
- 2. Although no action is needed on the MOA form, note that a Video or PowerPoint slides illustrating the internship will be required to earn course credit.
- 3. This may be left blank unless you would like to submit progress reports to NRES.

Signatures/Dates

- Student Signature – signed and dated by the student
- Cooperating Employer – signed by the Supervisor or another appropriate company/agency representative
- NRES Internship Coordinator – will be signed after student submits the signed MOA

Submission

Submit the completed, signed form using one of the email or postal mail options listed on the MOA form.

Credit Registration

- The NRES Internship Coordinator will provide the CRN to use to register for NRES 293 credit in the appropriate semester. If adding NRES 293 credit will bring your total number of credit hours above 18, an [Overload](#) form will need to be submitted and approved by the College of ACES.
- When registering for NRES 293 credit in Self-Service, the default enrollment is one hour. If you are earning 2-4 credit hours, you must change the number to the correct number of hours. This is easiest to do in Classic Registration using the Change Credit Hours option. There should also be an option to change the number of credit hours in Enhanced Registration - Register for Classes - Schedule and Options tab.

Deliverables

- The Written Report and Video/PowerPoint slides are due by the last day of class instruction in the semester in which credit is earned.
- For the Written Report – Final report that is reflective and evaluative in nature - the following guidelines apply.
 - Write at least two pages per credit hour earned (e.g., 8 pages for 4 credit hours)
 - Format the paper as double-spaced with one-inch margins using 12-point font.
 - Images/graphs/tables do not count toward the page requirement.
- [Example Videos and PowerPoint slides](#)
- Submit deliverables to nres-ssc@illinois.edu.
- Grading is S/U.