

2019 Summer Undergraduate Internship Program

Important Program Deadlines

IMPORTANT DEADLINES: Advisors should be aware of the advisor and student deadlines to plan project timelines and ensure your ability to assist your intern with meeting these due dates. The dates are listed on our [Intern Program website](#) for quick reference throughout the program. Additional purchasing and budgeting deadlines will be provided upon proposal acceptance.

November 25, 2018 – Project Proposal Due: To receive full eligibility you must submit your project proposal by November 20, 23:59 CST via the electronic form.

December 19, 2018 – Proposal Notification: Advisors should be notified by this date of their proposal application status.

December 19, 2018 – Student Applications Open: We anticipate posting the student application link by this time.

January 23, 2019 – Student Applications Due

March 8, 2019 – Student-Advisor Match Made: Students and advisors should be notified of their project/ student match by this date.

March 8- May 11, 2019 – Advisor-Intern Phone Call: All advisors should schedule and complete an initial phone call with their assigned student intern with this time.

Early to mid-May (specific date TBD), 2019 – Advisor-Program Coordinator Call: As in the past few years, the Program Coordinator will host a conference call for advisors during the month of May. During this call, the coordinator will go through the purchasing procedures and guidelines and will be a chance for advisors to ask questions about those or other program deliverables.

May 20-24, 2019 – Intern Short Course: All interns are required to participate in a week-long short course and orientation at NGRREC's field station in East Alton, IL. This short course is designed to provide each student with an overview of natural resource issues in order to better frame their summer internship projects within a 'bigger picture' context. Time will also be spent during this week going over necessary HR paperwork, guidelines for reimbursements, and details of their internship assignments. Housing and lunch will be provided by NGRREC during the short course.

May 28, 2019 – Intern's First Day: This will be the first day that the intern will report to their assigned project location.

June 12, 2019 – Student Project Summary Due (by midnight): All interns will prepare a short (less than one page) summary of their summer project. This should be written by the student to gauge student understanding of their summer work and ensure they are clear on the goals and objectives of their project. Advisors should review these before student submission.

- July 12, 2019 – Abstracts Due (by midnight):** All interns will prepare a presentation abstract to be included in the Intern Symposium proceedings.
- July 17, 2019 – Initial Poster Due (by midnight):** All interns will prepare a scientific poster describing their summer internship and results from their research. This poster is published in our Intern Symposium proceedings. The poster submitted by this date should be complete or as near complete as data analysis will permit at this time.
- July 24, 2019 – Final Poster Due (by midnight):** L&C Media Services will print posters to be presented at a poster session during the Intern Symposium. If your organization has the funding and capability to print the posters or if you would like to include this cost as part of your Intern Program project budget, you can choose *not* to have L&C print the poster and you can instead print the full size poster yourself, to allow your intern and you a few extra days to finalize the poster. ***However, please note that if you choose this option, a student's final paycheck is contingent upon arriving at the Symposium (July 29) with their printed poster of the size specified in the student assignment guidelines.***
- July 29-30, 2019 – Intern Symposium:** Interns are required to attend both days of a two-day symposium and give presentations (oral and poster) about their project. The poster and oral presentation are to be reviewed by the advisor prior to submission. *The intern advisor, or a designated representative, is also required to attend the full Symposium.*