

Application Instructions for the Natural Resources Extension Internship Program

Applications accepted year-round pending funding

About the Program

Purdue University's Department of Forestry and Natural Resources seeks proposals for Extension internship positions. Extension provides non-formal education and learning activities to both rural and urban residents and communities throughout the country. The FNR Extension program has a broad environmental scope including fisheries, forest management, invasive species, urban forestry, sustainability, wildlife, and wood products (<https://www.purdue.edu/fnr/extension/>). The Natural Resources Extension Internship program was developed to provide an opportunity for students to enhance their career skills through practical, hands-on experience. Our extension internship program can help students:

- Develop leadership and decision-making skills in handling creative challenges
- Gain experience developing extension products including publications, online videos, presentations, and/or more
- Participate in professional development opportunities
- Build professional references and contacts
- Clarify career goals
- Learn from a diverse and experienced group of natural resources professionals

Internship Details

- Internship start dates and work hours are flexible and project specific. The number of hours per week cannot exceed 40 hours. University policy limits student work conducted during the academic school year to 20 hours per week.
- Internships may be 4- to 12-weeks in duration at a pay rate of \$15.00/hr.
- Summer interns may be eligible for a pro-rated housing stipend up to \$1,200.

Eligibility Criteria

Internships are open to Purdue and non-Purdue students. Requirements for the position(s) include status as a college student in a natural resources or related discipline at a U.S. institution of higher learning, or individuals who have completed a degree after January 1, 2024 in natural resources or related discipline; evidence of initiative; ability to work independently; and commitment to conservation of natural resources.

Application Instructions

- Applications are accepted year-round pending available funding. Contact chair, Brian MacGowan, macgowan@purdue.edu, to confirm funding availability.
- To submit an Extension Internship proposal, submit a) names of one or more Extension faculty/staff who have agreed to serve as a mentor(s) for the intern, and b) a proposal describing the work to be undertaken and career development opportunities offered. The proposal should:
 - identify the justification for the student’s project and activities
 - describe what activities will be performed including the student’s specific role in each activity and output
 - list the applicable RREA reporting metrics and method of impact data collection
 - a weekly timeline for hours of planned work, all proposed activities, and deliverables (if applicable)
 - how the mentoring activities will enhance the student’s skills and career path
 - in the event the internship is done remotely, please provide a brief explanation of how you plan to meet the objectives of the application.
- The project/activities which interns undertake MUST address at least one RREA issue area.
- The proposal is limited to three (3) single-spaced pages, not including references or timeline, using one-inch margins and 11-point standard font. **Failure to follow these instructions may result in proposals being removed from consideration.**
- Materials should be submitted as a single PDF file via email to Brian MacGowan, macgowan@purdue.edu with the subject line, “Application: FNR Extension Internship”.
- PIs of funded proposals post their own internship positions on Job Boards and List-serves.

Review Process

Applications will be reviewed by the FNR Extension Internship Committee and judged based on the following criteria.

- Proposals that address underserved audiences and clientele are encouraged.
- The quality and relevance of the proposed work, including
 - The degree to which the work complements, extends, or synthesizes existing efforts and interests of extension professionals
 - Feasibility of the proposed work
 - Outcomes of proposed work and ability to measure impact assessment for one or more RREA reporting metrics
- The record/plan of the proposed advisor(s) for mentoring
- Career opportunities available for the intern. For example, these may include among others meeting and interacting with professionals (other than the mentor) in their area of interest, attendance at professional meetings and workshops, or job shadowing.

The FNR Extension Internship Program is funded by the Renewable Resources Extension Act