



Student Internship Program

Michigan Department of Natural Resources

The Michigan Department of Natural Resources (DNR) has created a formalized Student Internship Program. This Program provides a window through which to view potential careers, as well as insight into the workings of state government through meaningful work experience. These internship opportunities can be for Bachelors, Masters, or Doctorate students. Community colleges and high school internships in non-professional areas will also be included as the program evolves. High school students may be required to obtain a work permit.

Internships may be short term (one semester) or long term (more than one semester) depending on the assignment. The assignments may be for a specific project for an individual, or may be a class project. An assignment could be shadowing professional or managerial staff person(s) or shadowing different professional staff in different areas to give a broad base of experience.

NOTE: All assignments are substantive, professional-level experiences. Student internship assignments do not replace classified positions.

DNR Human Resources assists in finding and screening students in partnership with the educational institution. Class project internships are supervised by the educational institution professor, in conjunction with the DNR supervisor.

Students are responsible for completing a student internship application, internship agreement, student evaluation, program evaluation, and coordinating the completion of those documents with the DNR supervisor, DNR Human Resources, and the educational institution. Interns are responsible for initiating the self-evaluation process and coordinating any college requirements.

PROGRAM GUIDELINES

The DNR is currently seeking students and recent graduates from all disciplines to apply for the Student Internship Program. Openings for both full- and part-time internships, for traditional and non-traditional students are available.

Positions are available in Lansing and field locations around the state. The duration for internships, as well as the hours committed per week, will vary according to the needs of the office, as well as each candidate's qualifications and availability. Participants may be eligible to earn school credit for their participation depending on the educational institution involved.

Students will be responsible for completing a student internship application, internship agreement, student evaluation, program evaluation, and coordinating the completion of those documents with the DNR supervisor, DNR Human Resources, and the educational institution. Interns will be responsible for initiating the self-evaluation process and coordinating any college requirements.

The DNR embraces diversity and does not discriminate on the basis of race, color, gender, national origin, religious affiliation, sexual orientation, or physical disability. The DNR is an equal opportunity employer.

APPLICATIONS POLICY

Candidates are encouraged to apply as soon as possible. Applications are reviewed and candidate selections made quickly. Invitations to join the DNR Internship Program may be extended after completion of the candidate evaluation process,

The required competencies vary with each internship. Assignment-specific competencies will be delineated in the individual internship job description. The following core competencies are required for all internships:

- Excellent writing, communication and proofreading skills;
- A desire to learn, accompanied by the ability to ask questions;
- High degree of integrity and ethical conduct;
- Punctuality and dependability;
- Professional demeanor;
- Strong individual initiative/work ethic;
- Basic computer skills, as well as knowledge of or willingness to learn other computer skills essential to the operations of each Assignment (Word, Excel, PowerPoint etc.);
- Be able to work independently;
- The necessary interpersonal skills to be a good team member;
- Interest in public service and the desire to be part of an efficient, hard working component of DNR Family.

DNR CONTACT INFORMATION

Please address all correspondence (e.g., completed applications, inquiries, etc.) to:

STUDENT INTERNSHIP PROGRAM
Tom Occhipinti, Environmental Education Coordinator
Michigan Department of Environmental Quality
PO BOX 30457
LANSING MI 48909

Telephone (517) 373-1207 - FAX (517) 335-3292 - TTY/TDD 711 (*Michigan Relay Center*)

e-mail tom.occhipinti@deq.state.mi.us

Other helpful links to State of Michigan internships:

[DNR Student Program](#)

[DEQ Student Program](#)



STUDENT INTERNSHIP PROGRAM APPLICATION

This information is required by authority of the Michigan Department of Natural Resources for Internship Participation

APPLICANT INFORMATION - COMPLETE WITH BLACK INK OR TYPE. ATTACH ADDITIONAL SHEETS IF NECESSARY.

Name (Last, First, MI)			
Street Address		Driver License Number/ID Number	
City, State, ZIP		Sex <input type="checkbox"/> F <input type="checkbox"/> M	Date of Birth (mm/dd/yyyy)
County of Residence		Telephone (Between 8 a.m. and 5 p.m.) ()	
Total number of hours available per week for this internship opportunity: _____		Specific days/times available for internship	
Are you a United States citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If other than US, please indicate		First Language	Other Languages Spoken
Do you require special accommodations because of a disability? <input type="checkbox"/> No <input type="checkbox"/> Yes		Will you receive academic credit for internship? <input type="checkbox"/> No <input type="checkbox"/> Yes, how many credit hours?	
Have you ever been convicted of a felony? Offense <input type="checkbox"/> No <input type="checkbox"/> Yes		Disposition	Date
Where and how did you learn about the Michigan DNR Student Internship Program?			

EDUCATION AND TRAINING

Name of High School		<input type="checkbox"/> Copy of most recent report card/progress review attached.	
Address			
City, State, ZIP		Telephone ()	
Name of Higher Educational Institution			
Address			
City, State, ZIP		Telephone ()	

CHECK THE BOX THAT APPLIES AND ATTACH REQUESTED DOCUMENTS.

- Copy of the letter of acceptance if student accepted to a higher-education institution, but not yet enrolled.
- Proof of enrollment (e.g., tuition receipt).

CHECK ALL THAT APPLY.	MAJOR	NUMBER OF HOURS /COMPLETION DATE
<input type="checkbox"/> High School Graduate/GED		
<input type="checkbox"/> Post High School, Vocational, or Business School		
<input type="checkbox"/> Associate's Degree		
<input type="checkbox"/> College, less than BA or BS Degree		
<input type="checkbox"/> Bachelor's Degree		
<input type="checkbox"/> Master's Degree		
<input type="checkbox"/> Ph.D. or Similar Professional Degree		
<input type="checkbox"/> MD, DO, DDS, DVM, JD		
<input type="checkbox"/> Other:		

LIST APPLICABLE CLASS(ES) OR ANY OTHER SPECIAL TRAINING (NOT INCLUDED ON TRANSCRIPTS)		
CLASS/TRAINING DESCRIPTION	INSTITUTION	DATES/HOURS

OCCUPATIONAL LICENSES, REGISTRATION, CERTIFICATES (Include Commercial Driver's License)				
LICENSE/CERTIFICATE ISSUED BY	FIELD/TRADE/SPECIALIZATION	LICENSE / CERTIFICATION No. I	ISSUE DATE	EXPIRATION DATE

BRIEFLY DESCRIBE YOUR COMPUTER SKILLS (I.E., PROGRAMS WITH WHICH YOU ARE FAMILIAR)

EDUCATIONAL BACKGROUND			
Name of college or university attended	Class Status (junior, senior, grad., etc.)		
Address	Field(s) of Study or Concentration(s)	Cumulative GPA	
City, State, ZIP	Concentration/Major GPA(s)	Degree Expected	Date Expected
Name of college or university attended	Class Status (junior, senior, grad., etc.)		
Address	Field(s) of Study or Concentration(s)	Cumulative GPA	
City, State, ZIP	Concentration/Major GPA(s)	Degree Expected	Date Expected

INTERNSHIPS FOR ACADEMIC CREDIT - FACULTY ADVISOR INFORMATION	
Do you intend to receive academic credit for this internship?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, complete this Section.	
Name of educational institution currently attending	Faculty Advisor
Department/Address	Telephone ()
City, State, ZIP	Email Address

PLACEMENT PREFERENCE

To better assist us, please indicate the area of study you would prefer for placement as an intern with the DNR.

REFERENCES		
Please provide two references (NO relatives).		
Name	Relationship to applicant	
Title/Organization	Telephone ()	e-mail
Name	Relationship to applicant	
Title/Organization	Telephone ()	e-mail

REQUIRED DOCUMENTATION - ATTACH TO APPLICATION

- RESUME WITH EMPLOYMENT HISTORY, NOT TO EXCEED 2 PAGES;
- PROOF OF ENROLLMENT, PRIOR TO A CONDITIONAL OFFER OF INTERNSHIP;
- WORK PERMIT FOR APPLICANTS 14-17 YEARS OF AGE; AND
- ESSAY, TYPE-WRITTEN, NO MORE THAN 500 WORDS, (MAY BE ATTACHED AS SEPARATE SHEET) AND ADDRESSING THE FOLLOWING ITEMS:
 - Briefly, what qualities or attributes will you bring to the Michigan DNR Student Internship Program?
 - What are your career goals or plans?
 - How would your selection to this program assist you in achieving these goals?
 - What do you expect to gain from this program?
 - Finally, if you prefer placement with a particular Division, explain why.

CERTIFICATION

I certify and affirm by my signature that I have reviewed and completed the entire application, and that all information provided is true and accurate to the best of my belief and knowledge. I further understand that:

- *I may be required to submit proof of previous employment, education, military service or any other statements in this application;*
- *My signature below authorizes the release of this and other information covering intern-related factors for purposes of verification and determination of suitability for participation in the Michigan DNR Student Internship Program;*
- *If accepted into the Michigan DNR Student Internship Program, I will complete the Program in its entirety, except for circumstances beyond my control;*
- *Respect for and strict observance of confidences shared on assignment, in seminars, and over the course of the Program is absolutely essential. Any violation of confidence is grounds for dismissal from the program;*
- *The State of Michigan assumes no obligation of employment subsequent to the Michigan DNR Student Internship Program.*

Student Intern Name

Signature

Date

SUBMIT THIS COMPLETED APPLICATION, WITH ALL REQUIRED DOCUMENTATION, TO YOUR:

EDUCATIONAL INSTITUTION'S STUDENT INTERNSHIP PROGRAM COORDINATOR (if applicable), OR

**MAIL TO: Student Internship Program
Tom Occhipinti, Environmental Education Coordinator
Michigan Department of Environmental Quality
PO BOX 30457
LANSING MI 48909**

ESSAY – THE SPACE BELOW IS PROVIDED FOR YOUR ESSAY, IF DESIRED. ATTACH ADD'L SHEET IF NECESSARY.



DNR STUDENT INTERNSHIP PROGRAM

POTENTIAL INTERNSHIP OPPORTUNITIES

This information is provided by authority of the Michigan Department of Natural Resources

Intern skills and knowledge can be used to assist our biologists and other professionals while providing a substantive experience for the intern. The following are *examples only* of potential internship opportunities in the DNR:

WILDLIFE

Wildlife Information and Education

Landowner Incentive Program - Facilitate creation, restoration and/or management of key grassland/wetland habitats

Habitat Biology - plan wildlife management activities on public and private lands

Habitat Biology - wide variety of wildlife habitat and wildlife species management tasks

Research Biology - research in areas of wildlife population survey techniques and statistics

Research Biology - Developing ecosystem-based species population management goals, evaluation of species movement, reproduction, and mortality factors; conduct research studies and communicate research findings orally and in written form; and integrate research information into management programs.

GEOGRAPHIC INFORMATION SYSTEM (GIS) AND MAPPING

GIS and computer mapping involving wildlife mapping, cartographic product development for manager and regulatory purposes, data development, and spatial data analysis

GIS and mapping involving forest and mineral mapping, cartographic product development for manager and regulatory purposes, data development, and spatial data analysis

PARKS AND RECREATION

Strategic Plan development for short- and long-term goals, including infrastructure repairs, staffing levels, and capital outlay priorities;

Employee Recognition program development to honor employees at all levels;

Law enforcement programs;

Public relations programs;

Building, grounds, infrastructure, equipment and vehicle maintenance programs;

Preventive-maintenance programs;

Review/update of policies and procedures including prioritization, posting and distribution;

Review of natural and cultural stewardship;

Marketing Programs involving product sales, gift catalog and development; mystery shopper program development and implementation;

Marketing plan for non-traditional users;

Training Plan including requirements and recommendations for all job classifications;

Develop and implement tracking system for all staff training records;

Design reports to provide Division with current training records and recommendations.

FOREST MANAGEMENT

Land and resource management programs to include timber sale preparation, timber survey and marking, permit/contract/plan review, recommendations, issuance and inspections, easements, etc..

Forest regeneration activities, quality checks on spring plantings, regeneration surveys on artificially and naturally generated sites, determine boundaries, acreages and maps for future plantings.

Forestry Pest Scouts - assist in forest health survey work and maintaining data on computer database, background in insect identification and diseases (entomology preferred).

ADMINISTRATIVE

Student Internship Marketing Plan

Student Internship Program Tracking Database

Intern to Accessibility Advisory Group

Accessible Website Design

Marketing Plan for DNR Accessible Programs and Services

Succession Plan Continuum

DNR Internal/External Best Practices