

## **SOUTH DAKOTA CHAPTER SWCS INTERNSHIPS IN CONSERVATION**

### **INTERSHIP ELIGIBILITY CRITERIA**

#### **Applicants must:**

1. Be willing to participate in Internship Program.
2. Be currently enrolled in a South Dakota educational institution.
3. Have completed at least one full year of study (two semesters) in an accredited university, college (including tribal colleges), or technical school in South Dakota. For example, if the student graduates from high school in May of 2018 and enrolls in college in the fall of 2018 as full-time student for the 2018-19 year, the student could apply in the spring of 2020. For students enrolled in a 2-year technical school, the internship may be awarded post-graduation, based upon the time of application review and monetary disbursement.
4. Have a cumulative grade point average (GPA) of at least 2.8 (on a 4.0 scale).
5. Be an undergraduate enrolled in an agricultural or natural science conservation related major/curriculum.
6. Show reasonable need for financial assistance.
7. Be involved in natural resource conservation activities (including leadership activities).
8. Not have received a prior SD SWCS scholarship.

Past applicants have majored in agronomy, soil science, precision ag, agricultural systems technology, range science, forestry, ag journalism, ag education, biology, botany, environmental management, horticulture, and wildlife and fisheries science. Other majors related to conservation also qualify.

#### **Selection Criteria**

1. Demonstrated commitment to natural resource conservation (30%)
2. Scholarship/academic record (20%)
3. Written student narrative on application (20%)
4. Natural resource conservation leadership activities (10%)
5. Financial need (10%)
6. Quality and completeness of application (10%)

## **Internship Program Guidelines – NEW for 2019**

Internship recipient (student) enters into agreement with SD SWCS to job-shadow with a mutually agreeable conservation professional(s) for 40 hours, to be completed within 6 months of signed agreement, in exchange for a total internship payment of \$1000. When the student is selected, he or she will be contacted by the Scholarship Committee chair to arrange an internship location, with consultation with conservation professionals to tailor the experience to the student's interests. Examples include: Natural Resources Conservation Service, SDSU Extension, Voices for Soil Health, Agronomy Coops. The 40 hours may be done in 8 hours per week for 5 weeks, or 40 hours in one week, for example, as mutually agreeable to intern and host location and on-site supervisor. The time will be completed in blocks of no less than 4 hours at a time.

If an extension to the 6-month requirement is needed due to medical or family emergency, or due to a prior academic commitment such as studying abroad, the student can request an extension at their earliest convenience, by contacting the Scholarship Committee Chair prior to the end of the 6-month period. The Chair will consult with committee members to determine if an extension is warranted.

All payments will be credited to the student's financial aid account at their higher education institution. After student completes 20 hours of interning, on-site supervisor notifies Chair, and student receives \$300 of internship amount. After student completes remaining 20 hours of interning, on-site supervisor notifies Chair, exit interview is conducted, and student receives remaining \$700, for a total of \$1000.

If the student fails to complete the entire 40 hours within 6 months, the student will be granted a prorated payment of \$15/hour for every hour completed, with a required minimum of 16 hours. For example, if student completes 30 hours, student receives payment of \$450. If total internship within 6 months is less than 16 hours, no payment will be made. This agreement encourages students to complete the entire 40 hours in a timely manner.

The goals of this program are:

- To introduce students to potential career opportunities
- To connect employers to future job candidates
- To educate students on current issues and evolving technologies in natural resources

**Internships in Conservation – NEW in 2019**  
**South Dakota Chapter – Soil and Water Conservation Society**  
**APPLICATION FORM**

See Internship Program Guidelines transmitted with this Application Form  
and also found at [www.sdswcs.org](http://www.sdswcs.org).

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Email address \_\_\_\_\_ Cell phone \_\_\_\_\_

Present Address \_\_\_\_\_  
Street/PO Box City State Zip Code

Permanent Address \_\_\_\_\_  
Street/PO Box City State Zip Code

Statement of Financial Need \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of Parents or Guardian \_\_\_\_\_

\_\_\_\_\_  
Occupation of Parents or Guardian \_\_\_\_\_  
\_\_\_\_\_

Schools Attended:

High School \_\_\_\_\_  
Name City, State

Year Graduated \_\_\_\_\_

College, University, or Technical School \_\_\_\_\_  
Name City, State

Major Course of Study \_\_\_\_\_

Years completed at end of current semester \_\_\_\_\_ Grade Point Average \_\_\_\_\_

Are You Presently Enrolled? Yes \_\_\_\_\_ No \_\_\_\_\_

When do you plan to graduate? \_\_\_\_\_

Most Recent Employment

Employer \_\_\_\_\_  
Name City, State

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Date Employed \_\_\_\_\_

Briefly describe present employment status or plans.

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Please prepare a short narrative statement relating your career plans.

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Please indicate your preference for a conservation-related organization, agency, or business for your internship placement, if selected, and reasoning behind this preference.

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Enclose a resume, not more than one page long, showing leadership and natural resource conservation activities. Enclose two letters of reference, preferably one from a professor/instructor and one from an employer. By submitting this application, applicant agrees to terms and conditions of Internship Program Guidelines, and if selected, agrees to complete Program Agreement form in a timely manner after selection.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Application package must be postmarked on or before **March 30, 2019**

Please submit application package by to:

Arlene Brandt-Jenson  
SD Chapter SWCS Scholarship Committee  
1118 10<sup>th</sup> Ave. NE  
Watertown, SD 57201  
Phone: 605-868-6180  
Email: [abj@wat.midco.net](mailto:abj@wat.midco.net)

Checklist

- ☐ This completed application form, with original signature
- ☐ One-page resume showing leadership and natural resource conservation activities
- ☐ Two letters of reference

Applications that do not include all items will not be reviewed.

## SD SWCS Internship Program Agreement

Between Student: \_\_\_\_\_  
and South Dakota Chapter of Soil and Water Conservation Society

In exchange for a total scholarship amount of \$1000, student agrees to complete a total of 40 hours of internship with a conservation professional mutually agreeable to both parties. Refer to Program Guidelines for details.

Student acknowledges that selected employer or job site location may require them to sign a waiver of liability or additional paperwork as required. For example, with NRCS, student may be required to sign up as an Earth Team volunteer.

At the end of the Internship before last payment is made, Scholarship Committee member(s) will conduct a phone interview with student, lasting not more than one hour, to evaluate experience and gain input for future internship job sites.

Selected job location:

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Student:

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On-site administrative supervisor:

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SD SWCS Scholarship Committee Chair:  
Arlene Brandt-Jenson  
1118 10<sup>th</sup> Ave. NE, Watertown, SD 57201  
[abj@wat.midco.net](mailto:abj@wat.midco.net)  
605-868-6180

Technical point of contacts:

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Date of Signed agreement: \_\_\_\_\_

Date for 40 hours of internship to be completed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of on-site administrative supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SD SWCS Scholarship Committee Chair

\_\_\_\_\_  
Date