



## STUDENT INTERNSHIP PROGRAM STAFF ASSIGNMENT AGREEMENT

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

**JOB DESCRIPTION NUMBER** \_\_\_\_\_

- This "AGREEMENT" must be completed by the Intern and DNR supervisor staff before Intern begins any assignment.
- Intern must provide a copy of a valid driver's license or other state-issued identification card to the supervisor at start of internship.
- All original documentation shall remain at the assigned project/assignment worksite with copies to DNR Human Resources.

### SECTION A (COMPLETED BY STUDENT INTERN)

#### PERSONAL INFORMATION

Intern's Name (Last, First, M. I.)	Date of Birth (mm/dd/yyyy)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address	Home Telephone (     )	Work Telephone (     )
City/State/Zip	Driver License Number/ID Number	

#### EMERGENCY CONTACT INFORMATION

Emergency Contact	Home Telephone (     )	Work Telephone (     )
Alternate Contact	Home Telephone (     )	Work Telephone (     )

#### INTERNSHIPS FOR ACADEMIC CREDIT - FACULTY ADVISOR INFORMATION

Name of educational institution currently attending	Faculty Advisor	Telephone (     )
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### SECTION B (COMPLETED BY DNR SUPERVISOR)

#### PROJECT/ASSIGNMENT INFORMATION

Type of Project <input type="checkbox"/> Individual <input type="checkbox"/> Class or Group Project		If Class or Group Project, identify Class Name and Course Number
Work Site Address	Bureau/Division/Office	Project Location
Project/Assignment Description		
Tasks/Duties to be performed		
Estimated Start Date	Estimated End Date	Estimated number of hours
Estimated Duration of Project/Assignment	Work Schedule (e.g., Mon, Tues, Wed, 8 am to 5 pm)	

1. Core competencies/skills sought from participants in the Michigan DNR Student Internship Program are:
  - Interest in public service and the desire to be part of an efficient, hard working component of DNR Family.
  - High degree of integrity and ethical conduct accompanied by a professional demeanor;
  - A desire to learn
  - Be able to work independently; possess necessary interpersonal skills to be a good team member;
  - Basic computer skills and the willingness to learn other skills essential to the operations of your assignment

**Note:** As a representative of the Michigan Department of Natural Resources, you will be required to adhere to basic grooming standards required by policy.

**SECTION B CONTINUED (COMPLETED BY DNR SUPERVISOR)**

2. Additional Technical competencies/skills sought from participants in the Michigan DNR Student Internship Program are: *(Credit required competencies may be added by the Educational Institution Faculty Advisor)*

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**SECTION C (COMPLETED BY STUDENT INTERN)**

**DECLARATION OF TERMS AND CONDITIONS OF PROJECT/ASSIGNMENT**

***I understand that, upon accepting assignments as a Student Internship Program participant with the Michigan DNR, that***

- I am considered an authorized Michigan DNR representative assisting in the implementation of Departmental programs, and am subject to the same rules, regulations, standards of conduct, and responsibilities as other state employees;*
- I may not be entitled to Worker's Compensation benefits or liability protections;*
- I may cancel this assignment at any time. Cancellations must be in writing;*
- I shall not be compensated for actual work performed. I may, however, be reimbursed for certain Michigan DNR pre-authorized expenses upon documented proof of such expenditures; and,*
- I will perform the tasks set forth in my assignment description.*

Student Intern's Name

Signature

Date

**SECTION D (COMPLETED BY DNR)**

***The Michigan DNR will, to the best of its ability, provide appropriate supervision, training and supplies for this student intern to carry out any tasks or activities associated with the assigned project/assignment.***

Immediate Supervisor's Name (print)

Signature

Date

B/D/O Chief or Authorized Representative's Name (print)

Signature

Date

**SECTION E (COMPLETED BY DNR SUPERVISOR AND STUDENT INTERN)**

**PROJECT/ASSIGNMENT COMPLETION OR TERMINATION**

Starting Date

Ending Date

Total Hours

Student Intern's Name (please print)

Signature

Date (mm/dd/yyyy)

Immediate Supervisor's Name (please print)

Signature

Date (mm/dd/yyyy)