

EAST BAY REGIONAL PARK DISTRICT

Academic Intern Project Request Form

Please complete, route this form through your AGM, and return to Human Resources by the deadline.

1. Where:

- a. Division: _____
- b. Office Location: _____
- c. Project Location: _____

Note: There are no additional funds from the Human Resources Training Budget for computers or District vehicles.

2. When:

- a. Internship Period: Fall (September through December) Spring (February through May)
- b. Project dates *Start:* _____ *End:* _____
- c. Ideal weekly schedule: _____
- d. Is there flexibility with start & end dates? _____ Is there flexibility with weekly work schedule? _____
- e. Estimate of total project hours (375 hours maximum): _____

3. Who:

- a. Supervisor will be: _____ Title: _____ Phone: _____ Email: _____

Note: If project requires independent field research or solo field work, add a sheet explaining supervision plan.

- b. The ideal intern will be a graduate student undergraduate no preference
- c. What fields of study are required? _____
- d. What fields of study are preferred? _____
- e. What equipment will intern need? phone computer desk car other _____ other _____
- f. Are there any physical demands of the work? If so, please identify: _____

4. What: Describe proposed project.

Project Title: _____

Project Description: _____

5. Why: In one sentence, explain what the final result will be and the anticipated benefit to the District.

6. Additional Comments or Requests:

This form was completed by: _____ Date: _____

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I recommend approval:

_____/_____
Signature, Immediate Supv.; Date

_____/_____
Signature, Next Level Mgr.; Date

_____/_____
Signature, AGM; Date
AGM Priority Rank: _____ out of _____