

## Steps for a successful ESP Internship

Find an internship, summer job or volunteer position that interests you and that uses your ESP skills and knowledge (i.e. in an environmental field)  
Can be paid or unpaid. Does not have to “match up” with a semester.  
Can be advertised as a job or internship  
Can be a position you arrange  
Must be 120 hours at a minimum!

Apply! ESP faculty and career resources are happy to read over cover letters and resumes.

When you get a position, but before you start, fill out the **ESP Approval Form**.  
Along with this form, you must also provide:  
Description of the position duties, signed by your supervisor/mentor  
A copy of your resume & cover letter  
Your Advisor and the ESP Internship Coordinator must sign the forms before you begin.  
Why do we have you do paperwork BEFORE beginning?  
We want to make sure your position is appropriate  
The paperwork ensures that this is a USM activity and gives you a degree of liability coverage

During your internship, be sure to take photos and keep track of what you did because... (see next step). Make sure you contact us ASAP if there is a problem with your internship.

Sign up for ESP 400 (3 credits). Usually students take this course after they have finished the majority (120 hours) of their internship because the course requires students to write a report about their internship, and make an 8 min public presentation about their internship during the ESP Internship Night And other internship-related assignments.

Last steps:  
Ensure your supervisor/mentor has submitted the **ESP Internship Evaluation Form** to the ESP Internship Coordinator  
Present at internship presentation night and pass in your report.  
Congratulations!