

INTERN HANDBOOK



Intern Information:

Name:

Phone:

Email:

Address:

Internship Information:

Internship Title:

Agency:

Location:

Agency Phone:

Mentor Information

Name:

Phone:

Email:

Address:

Emergency Protocol

Serious / Life Threatening Injury

1. Call 911
2. Notify onsite mentor
3. Notify the IIC Internship Coordinator, 435-586-7829
4. Submit complete SUU Incident Report

Vehicle Accident / Damage

1. If injury or emergency call 911
2. Notify onsite mentor
3. Notify the IIC Budget Coordinator, 435-586-1999
4. Submit complete SUU Incident Report

Sexual Harassment

1. Notify onsite mentor
2. Notify IIC Internship Coordinator, 435-586-1981
3. Submit suggested SUU documentation

Crew Incidents

1. Notify onsite mentor
2. Notify IIC Crew Manager, 435-586-1982
3. Submit suggested SUU documentation

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Who to Contact Guide

Tayia Burge, IIC Internship Coordinator

Email: tayiaburge@suu.edu

Phone: 435-586-1981

- Intern Agreement Questions
- Internship Concerns
- Time Sheet Questions
- Reimbursement Questions
- Evaluations
- Academic Requirements
- Sexual harassment reports

Jan Neth, IIC Administrative Specialist

Email: janetneth@suu.edu

Phone: 435-586-8093

- Intern / Crew Hours Tracking
- Intern / Crew Pay Tracking
- Payroll setup
- Time sheet approval
- Termination (at end of position)
- If you are unsure who to contact regarding your concern or question

Joshua Anderson, IIC Partnership Coordinator

Email: joshuaanderson3@suu.edu

Phone: 435-586-1999

- BLM Direct Hire
- Cannot Reach IIC Internship Coordinator
- Report accidents and incidents
- Partnership questions and concerns
- Emergency Situations

Danny Strand, IIC Crew Manager

Email: dannystrand@suu.edu

Phone: 435-586-1982

- Crew questions and concerns
- Crew training and certifications
- YCC Program information
- Youth engagement and coordinating

Dr. Briget Eastep, SUU Director of Outdoor Engagement Center

Email: eastep@suu.edu

Phone: 435-586-7829

- Waiving academic credit
- Emergency situations

Angel Murnan, SUU Payroll Accountant

Email: angelmurnan@suu.edu

Phone: 435-865-8357

- Payroll questions
- Late time sheet questions

David McGuire, SUU Human Resources Director

Email: m McGuire@suu.edu

Phone: 435-586-7755

- Worker's Compensation
- OSHA reporting, injury reports

Heather Ogden, SUU Title IX Coordinator

Email: title9@suu.edu

Phone: 435- 586-5419

- Sexual harassment reports



*The Intergovernmental Internship Cooperative
develops public land leaders of tomorrow.*

Internship Goals:

Intern Goals: *please list the goals you have for your internship*

Mentor Goals: *please list the goals your mentor has for your internship*

Important Dates and Events:

Orientation: _____

Training Day 1: _____

Training Day 2: _____

Internship Mid-Season Evaluation: _____

IIC End of Season Celebration: _____

Internship End of Season Evaluation: _____

Public Lands Employment Day: _____



Utah is home to **45** State Parks.
State parks offer camping, boating, swimming, fishing, horseback riding, hiking, biking, golfing, ATV riding, skiing, snowmobiling, and other activities to year round visitors.



Hiring Forms

All individuals selected for hire must complete the following forms, providing the requisite documents, at the SUU Human Resources office:

1. SUU hourly hiring form.
 2. Federal I-9, W-4 forms
 - I-9 form requires photo ID and proof of citizenship (one of the following are most commonly used to satisfy the requirements, original documents required):
 - Current passport
 - Driver license & Social Security card or birth certificate
 - Tribal identification card
- (Refer to form I-9 for all documents you may use to proof ID & citizenship for I9 purposes)*
3. Direct deposit:
 - Done online through SUU Portal

Students who have been employed at SUU within the last 12 months, and have no household or banking changes are exempt from submitting the above documentation.

All interns must complete the “IIC Internship Agreement” form and submit it to the IIC.

Failing to complete any of these forms will result in a hiring delay until they are completed

Internship Agreement

All IIC funded internships are accompanied by an internship agreement. All fields and signatures must be completed prior to beginning the internship. Agency mentors must identify the funding agreement number that supports the internship plus any agency-specific job or account codes. Additional agency-specific internship requirements or documentation may be appended to the agreement.

Process:

1. The agency initiates the agreement
2. Intern agreement is completed and signed by intern and mentor.
3. The agency completes budget sheet
4. The intern gets emailed signature page along with agreement.
5. Intern will need to have credit instructor sign signature page.
6. The intern submits the agreement electronically and IIC Internship coordinator will receive it via email.
7. Intern will need to email or hand in signature page to IIC Coordinator.
8. Final copy will also be emailed to the agency mentor.
9. **Intern CANNOT begin work until they have received a start date from Human Resources**

After the HR office has approved the start date the intern begins work.

- * Began in 2007 with 12 interns.
- * 2016 program will see over 300 interns working with 10+ agencies.
- * Majority of interns earn between \$12-\$16 per hour.



- * 2013 Partners in Conservation Awardee, from Department of Interior.
- * Through the BLM awarded six \$2500 Native American scholarships in 2016.

Academic Requirement

Under direction of the IIC Steering Committee, all internships funded through the IIC must be directly tied to academic achievement.

In order for interns to receive academic credit they need to provide the Internship Coordinator the following items **PRIOR** to starting their internship:

1. Proof of enrollment in a credit bearing course directly tied to the internship or,
2. Notification from a professor that the internship will fulfill a class requirement.

Types of SUU credit readily available to the intern include:

- Internship (Dept-4890, 5890, 6890)
- Cooperative Education (Dept-2840, 4840, 6840)
- EDGE (EDGE-3050, 4050)
- Research (Dept-4850)
- IIC Directed Project (UNIV-2890)
- Practicum or Class Project (Dept.-variable)
- YCC / CIC Crew Educational Components
- Certification Program

Academics for Non-SUU students and recent SUU Graduates:

- Non-SUU students should seek credit through their college or university however, non-SUU students may obtain “non-degree seeking” credit through SUU.
- Non-SUU students who enroll for 6 or more credits through SUU in relation to the internship are converted to “student” status.
- The internship funding may or may not cover credit registration expenses as to be determined by the host agency.

High school students are exempt from this requirement

The Academic Requirement can be waived for students who have gained credit for an IIC internship a minimum of two consecutive seasons. In order to have the academic requirement waived students must report to the IIC Internship Coordinator PRIOR to beginning an internship.

Performance/Termination

Performance: Sub-standard performance by the intern may result in termination.

- In cases of sub-standard performance or behavior the host agency mentor, and the IIC staff, will develop a plan that outlines expectations for improvement. If the intern does not meet the expectations in the set timeframe they may be terminated.
- Any intern participating in illegal or negligent/deliberate unsafe behavior, or violates employment policies governing their employment with Southern Utah University (Drug-Free Workplace, Harassment, etc.) will be terminated.

*** The IIC is recognized as the direct disciplinary / supervisory body of all interns.**

Termination: *“Termination can refer to an intern status change, poor performance, or end of intern agreement; it is not necessarily a negative action.”*

SUU reserves the right to terminate intern participation in the internship program, and to remove an intern from a work assignment at any time if the IIC supervisor decides, in consultation with the Director of Human Resources and appropriate university administrators that continued participation is not in the best interests of SUU and/or its students.

- Any intern (non-benefit eligible) who has worked 1500 hours in any 12-month period will automatically be terminated.
- Interns who have reached their “end of internship date”, as identified in the internship agreement, or whose budgets are exhausted, will be terminated unless an updated internship agreement and budget is in place to extend the internship.
- Any intern who has not been paid for 60 days or more will be terminated.

Internship “breaks in service”: Per state employment regulations Southern Utah University is required to terminate any individual that has not been paid for 60 days or more. Interns that decide to take a break lasting 60 days or more will be terminated and will need to go through a rehire process upon return.

- If an intern takes a break for 60 days or longer please notify the IIC Internship

Coordinator at the start of the interns break. IIC staff will terminate the position.

- Once the intern is ready to resume the internship mentors must notify the IIC Internship Coordinator a minimum of 2 weeks PRIOR to the intern returning to work.

*If this is not done interns will be unable to submit their timesheets and **WILL NOT** be paid until the next pay period.*

***Interns that take a break in service for less than 60 days will NOT be terminated and may resume work immediately. ***

Orientation

All interns must attend an IIC Orientation prior to beginning work, including interns that have previously interned with the IIC. An orientation will be held in early May for summer internships. Orientations will be arranged individually or in small groups as needed throughout the school year.



Orientation includes:

- An overview of the IIC program and review of policies and procedures
 - Timesheets
 - Internship “breaks in service”
 - IIC Area Map
- Human Resources staff will provide interns information on the Human Resources process and collect all required hiring documents.
 - Human Resources will also review: Accidents, and Worker’s Compensation
- Interns will also be required to attend workshops on career building skills

Training/Certification

In an effort to prepare interns prior to the start of their internship, trainings and certifications will be made available during the week of and the week after internship orientation. Each May, IIC Career Conservation Corps offers a basic skills training. The host agency may elect to send their interns to the training

Training topics include, but are not limited to:

- Trails (construction and maintenance)

- Vegetation monitoring
- Fence construction
- Leave No Trace
- CPR & First Aid
- Defensive Driving (state and federal)
- FISSA
- Pesticides
- Leadership
- Sexual Harassment

Evaluations

Two IIC evaluations are to be completed for each internship including a mid-internship and end-of-internship evaluations. The evaluations provide an opportunity to assess how the internship is progressing in fulfillment of the internship agreement and can be used to strengthen the internship experience if needed to ensure its success. Evaluations are conducted via electronic survey. Links to the survey will be provided by the IIC.

Host agencies may concurrently conduct their own internal evaluations

Worksite

Worksites may vary based on the duties of internship. In collaboration with the IIC, the agency mentor designates the worksite.

Worksites include, but are not limited to:

- Office: mainly out of the host agency field office with some field work.
- Field: operates almost exclusively in outdoors with very few or no office responsibilities. May encounter inclement weather and varied terrain
- Campus: operates mainly out of the Southern Utah University campus.

Internship Hours

Interns may not be employed by SUU for more than 1500 hours in a 12-month period. The 1500-hour maximum includes all campus positions held, including the IIC internship. Individuals selected for the

internship who have been employed by SUU during the calendar year in which they are hired for the internship must provide their current total hour tally to the agency mentor and the IIC Internship Coordinator prior to signing the internship agreement. There are three work schedule types:

- Summer Season (First full week of May – Third week of August): 40 hrs./week
- School Year (Fourth week of August - First Friday of May): Max of 20 hrs./week
- Combined: Summer 40 hrs./week, School Year Max of 20 hrs./week

Any student that has worked more than an average of 20 hours per week during spring semester at SUU is only eligible to work 30 hours per week during the summer for the IIC. Student employees that have worked an average of 20 or fewer hours per week during spring semester at SUU are eligible to work 40 hour weeks during the summer for IIC.

In limited and unusual situations total internship hours and workweek hour limitations may be adjusted. Agency host must provide a compelling justification for the adjustment.

Workweek

The SUU workweek is defined as the period between Saturday morning at 12:00 a.m. through the following Friday evening at 11:59.

- 40 hours / week may be worked during the summer as well as during breaks from school such as: winter and spring breaks.
- Max of 28 hours may be worked during the weeks of SUU's fall and Thanksgiving breaks.
- Max of 20 hours/week may be worked during non-break weeks of fall and spring semesters.

Holidays

These are SUU recognized holidays that the IIC interns qualify for as non-paid time off.

Interns whose position requires their services on prescribed holidays shall be given opportunity to take another non-paid day off within the same workweek.

- New Year's Day (January 1)
- Martin Luther King Holiday (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Pioneer Day (July 24)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Friday following Thanksgiving
- Christmas Day (December 25)

When a holiday falls on a Saturday, the previous Friday will be the day off. When a holiday falls on Sunday, the following Monday will be the day off

Intern Time and Pay

Interns are required to submit their online timesheet via their SUU Portal. Timesheet orientation will be provided at the beginning of the internship during the IIC Intern Orientation. SUU HR will also orient the intern in this regard. Weekly time is tracked starting from midnight on Saturday until 11:59 PM the following Friday.

Interns that exceed the allotted 20 hours during the school year or 40 hours during breaks or the summer, may be paid overtime and could affect the available 1500 working hours allowed by interns during a rolling 12-month period.

Mentors may ask interns to provide verification of hours submitted to the IIC. To do so, the intern should use the available time tracker at the end of this handbook.

Late time:

Interns who do not submit their hours online will be required to complete the online late time form. The intern will need to submit this online so it will be sent to the IIC Coordinator to approve. Pay for late time is deferred to the following pay period. This represents a period of two weeks without receiving pay due to tardiness. **Interns who habitually submit the online late time forms and do not correct their timesheet tardiness may be terminated.** Online Late time sheets result in unnecessary additional workloads and procedures for the payroll department.

There are two (2) pay periods each month:

Pay period 1: 1st day of the month through the 15th

- Timesheet must be submitted by 11:59pm on the 15th
- Paid on the 25th of the current month

Pay period 2: 16th day of month to last day of month

- Timesheet must be submitted by 11:59pm on the last day of the month.
- Paid on the 10th of the following month

If the pay date falls on a Saturday, the paycheck will be deposited on Friday. If the pay date falls on a Sunday, the paycheck is deposited on the following Monday.

Interns not utilizing direct deposit will receive their paycheck via US Mail in approximately 5 days after the pay date. **Interns are strongly encouraged to set up direct deposit.**

Overtime

Overtime is time-and-one-half (1 hour worked = 1.5 hours in pay). Overtime represents time actually worked by an hourly employee in excess of forty (40) hours during any full workweek (Saturday-Friday) during summer, winter, and spring breaks. Each hour of overtime counts hour for hours towards the intern's 1500 hour SUU employment limit (e.g. an employee works 1 hour of overtime in a pay period. This will count as 1 hour of work, but is paid at a 1.5 hour rate). If funding is available, overtime may be worked when

necessary as deemed by the intern's supervisor/mentor and the IIC.

Work in excess of eight (8) hours in any workday may not be considered overtime. Only when more than forty (40) hours are actually worked in any one workweek does overtime occur.

Overtime shall be reported in increments of one-quarter hour. Excessive overtime will result in a reduction in length of the internship as the funding will be fully utilized prior to the planned end-of-internship date.

Reimbursement

Purchases/Travel/Per Diem

Work related purchases made personally by an intern, such as hotel expenses, required work specific gear, and other related purchases, allowable by the funding source, are reimbursable. Per diem, as identified in the funding source, is also available to the intern. Personal vehicle mileage reimbursement is also available as allowed in the funding source. **The host agency is responsible for planning these costs in the internship budget.** Unless the funding source for the internship stipulates the payment of federal rates, SUU per diem and mileage rates will apply (rates can be found in the Appendix)

To receive reimbursement, interns must complete all applicable fields of the IIC Online Reimbursement Form (Appendix 6), provide corresponding receipts of purchases, and ensure the form is signed by both intern and mentor. Completed forms and receipts are to be submitted to the IIC for processing and payment. Electronic copies sent from the agency mentor on behalf of the intern are sufficient. Any request for reimbursement submitted by the intern without the agency mentor's approval will not be processed.

Direct Pay: In order to receive travel and per diem reimbursements via direct pay (submitted directly to a bank account) interns must sign up for direct pay. **Direct**

pay is not the same as direct deposit

(payroll being directly deposited into a bank account). Contact the IIC for information on how to register for Direct Pay.

The IIC can purchase hotel stays, required work specific gear, bonuses etc. IF it has been budgeted for in the intern budget.

SUU Fleet Operations

In some cases, the SUU motor pool may be utilized to provide vehicles for limited work related travel for the intern. Fleet Operations related costs (daily rental and vehicle mileage rates) must be budgeted for in the internship budget as part of the internship agreement. Interns are required to complete the online state of Utah driver training with a passing score before operating motor pool vehicles.

<http://www.suu.edu/ad/facilities/motorpool/drivertraining.html>

Risk Management

In case of inclement weather:

Prior to any outdoor activity practice situational awareness and check weather via weather.gov

- **Precipitation:** If projection is 20% or higher **DO NOT** enter canyons. High risk of flash flooding.
- **Excessive heat or cold:** plan accordingly with additional water and/or layering and protection
- **Fire hazards: IMMEDIATELY** evacuate location
- **High winds:** find shelter. Stay away from trees and loose objects.
- **Lightning:** spread out, stay away from tall trees and bodies of water.
- **Dust storms:** seek coverage, wait out storm, pull over if in a vehicle, protect all personal airways

Personal Protective Equipment:

Proper personal protective equipment (PPE) must be worn at all times when actively participating in internship duties, responsibilities, and functions.

- **Head:** hard hats, helmets, cap, etc.
- **Eyes:** safety glasses, goggles, masks
- **Ears:** ear plugs and muffs
- **Body:** long pants and long sleeve shirts
- **Hands:** gloves
- **Feet:** heavy duty boots

Essential Items:

Properly prepare essential items for safety in the field during IIC internships.

- **Navigation:** compass, maps, GPS
- **Insulation:** jacket, beanie, wool socks
- **First Aid:** meds, ace wraps, bandage
- **Repair Kit & Tools:** leatherman, tape
- **Hydration:** extra water, purifier (tabs)
- **Sun Protection:** sunscreen, glasses, hat
- **Illumination:** flashlight, head lamp
- **Fire:** matches, lighter, flint
- **Nutrition:** snacks, dried fruit, trail mix
- **Emergency Shelter:** space blanket, tarp

Drug and Alcohol use:

According to SUU policy drug and alcohol use is strictly prohibited within the IIC program

Additional information can be found at:

<https://www.suu.edu/health/pdf/alcohol-policy.pdf>

In case of situations of sexual harassment:

Sexual harassment is not tolerated by the IIC. This includes, but is not limited to, any threat of unwanted sexual advances, sexual flirtation, touching, abusive or degrading language, graphic or suggestive comments, or displaying inappropriate objects or pictures. Any intern who believes that he or she has been subjected to harassment of any kind, or who has knowledge about harassment of others, must report the harassment to the IIC Coordinator and/or SUU Human Resources. Any member who is proven to have engaged in sexual harassment will be subject to discipline, including expulsion from the IIC.

**IIC interns, as SUU employees, are subject to all university policies and procedures.*

Sexual Misconduct (Title IX)

Sexual assault/sexual misconduct includes unwelcome conduct of a sexual nature and can occur regardless of sex, gender identity, non-conforming gender norms and/or orientation. It can occur by a stranger or acquaintance, or an intimate partner, family member, or classmates.

Reportable sexual assault/sexual misconduct includes (but not limited to):

Sexual Harassment
Hostile Environment
Non-Consensual Sexual Contact
Non-Consensual Sexual Intercourse
Sexual Exploitation
Intimate Partner Violence
Domestic Violence
Dating Violence
Stalking
Retaliation

Sexual Assault/Misconduct Protocol:

Step 1: Safety. Care for the individual or yourself and provide non-judgmental support.

Step 2: Notify Both:

- Mentor
- SUU Coordinator

Step 3: In conjunction with SUU Coordinator, Notify SUU Title IX Office (Required)

Heather Ogden

Director of Ethics &
Compliance/Title IX Coordinator
(435) 586-5419 (o)
Heatherogden1@suu.edu

Civil Treatment:

A respectful workplace is one where all employees are treated fairly, difference is acknowledged and valued, communication is open and civil, conflict is addressed early and there is a culture of empowerment and cooperation.

What Does It Look Like?

- Value and respect our similarities and our differences.
- Treat each other with dignity and respect and can expect to be treated with dignity and respect.
- Treat others as they wish to be treated.
- Strive to communicate effectively and courteously;

speaking without judging
blaming or shaming and listening
to what others have to say and
being open-minded about their
ideas, comments and suggestions

- Address conflict issues positively and constructively.
- Speak without judging, blaming or shaming.

Demonstrating Mutual Respect, Communicating About Respect:

- Sincere effort to understand other points of view.
- Accepting that others have values and opinions that are different from our own – not wrong, just different.
- Identifying our own feelings before sharing our concerns with another person.
- Do not blame, threaten or name call, even if angry or hurt.
- If there is a problem, you haven't been able to resolve, seek assistance

Work Place Accidents

In case of workplace accidents / incident / injury:

- Establish safe conditions
- Care for injured or sick person(s)
- Seek medical care if needed

- Work med / insta-care
- Emergency Room (911)
- Report accident / incident / injury to the IIC – (435) 586-1983

Medical:

Any incident requiring professional medical attention must be reported to the IIC staff immediately (main office line: 435-586-1983). Completed SUU accident report form and worker compensation forms are to be sent to the IIC Partnership and Budget Coordinator.

- Non-life threatening injuries should be treated at the nearest Work-Med/Insta-Care facility.
- All life threatening injuries/conditions should be treated at the nearest available emergency medical facility without delay.
- For any emergency room visits the IIC and / or the SUU Human Resource Office must be notified immediately.

Vehicle Accidents:

- Major and minor accidents must be reported to the IIC Partnership and Budget Coordinator.

Please fill out any agency relevant forms and contact the IIC immediately.

All IIC intern forms are available at iicinternships.com under the Forms / Tools tab on the main page. This includes: Late time sheets, incident reports, workers compensation, reimbursement forms, and intern evaluation forms. Please fill out your forms electronically and email it to the IIC Internship Coordinator



ABOUT THE BLM

The BLM's national conservation lands were created by law in 2009. It is America's newest conservation system with 26 million acres of national monuments, national conservation areas, wilderness, wild and scenic rivers, national historic trails, and more.

Intern Time Tracker

Month: _____

Pay Period 1

	WEEK 1		WEEK 2		WEEK 3	
	Date	Hours	Date	Hours	Date	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
	*Week Total		*Week Total		*Week Total	

Pay Period 2

	WEEK 1		WEEK 2		WEEK 3	
	Date	Hours	Date	Hours	Date	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
	*Week Total		*Week Total		*Week Total	

Month: _____

Pay Period 1

	WEEK 1		WEEK 2		WEEK 3	
	Date	Hours	Date	Hours	Date	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
	*Week Total		*Week Total		*Week Total	

Pay Period 2

	WEEK 1		WEEK 2		WEEK 3	
	Date	Hours	Date	Hours	Date	Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
	*Week Total		*Week Total		*Week Total	

Month: _____

Pay Period 1

WEEK 1	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

WEEK 2	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

WEEK 3	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

Pay Period 2

WEEK 1	
Date	Hours
Saturday	
Sunday	
Monday	
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Wednesday	
Thursday	
Friday	
*Week Total	

WEEK 2	
Date	Hours
Saturday	
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*Week Total	

WEEK 3	
Date	Hours
Saturday	
Sunday	
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Friday	
*Week Total	

Month: _____

Pay Period 1

WEEK 1	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

WEEK 2	
Date	Hours
Saturday	
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Friday	
*Week Total	

WEEK 3	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

Pay Period 2

WEEK 1	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

WEEK 2	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

WEEK 3	
Date	Hours
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
*Week Total	

Month: _____

Pay Period 1

WEEK 1			WEEK 2			WEEK 3		
	Date	Hours		Date	Hours		Date	Hours
Saturday			Saturday			Saturday		
Sunday			Sunday			Sunday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
*Week Total			*Week Total			*Week Total		

Pay Period 2

WEEK 1			WEEK 2			WEEK 3		
	Date	Hours		Date	Hours		Date	Hours
Saturday			Saturday			Saturday		
Sunday			Sunday			Sunday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
*Week Total			*Week Total			*Week Total		

Month: _____

Pay Period 1

WEEK 1			WEEK 2			WEEK 3		
	Date	Hours		Date	Hours		Date	Hours
Saturday			Saturday			Saturday		
Sunday			Sunday			Sunday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
*Week Total			*Week Total			*Week Total		

Pay Period 2

WEEK 1			WEEK 2			WEEK 3		
	Date	Hours		Date	Hours		Date	Hours
Saturday			Saturday			Saturday		
Sunday			Sunday			Sunday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
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Friday			Friday			Friday		
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BRYCE CANYON

- ◆ Covers 35,835 acres.
- ◆ Is a natural amphitheater.
- ◆ Named after Ebenezer Bryce, a Scottish homesteader.



Thank you for your internship!

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