

School Programs Intern Information • 2017-2018

Seymour Center at Long Marine Lab



Thank you for your interest in joining the outstanding group of people who volunteer as part of the Seymour Center's School Programs teaching crew. Our team of volunteers and interns brings the wonder and importance of marine science to life for thousands of students every year. We hope you'll join us!

What is an internship? The Seymour Center's School Programs Internship is an opportunity to gain experience as a marine science educator, teaching and interpreting marine science to visiting K-12 school groups and community college classes in a classroom setting. Interns may also be asked to take on additional responsibilities for special projects and various clerical tasks essential to program operations.

What would I be doing as a school intern? Teams of volunteers, interns, and staff work together to teach hands-on, marine science activity stations as part of thematic *Discovery Labs* to small groups of students (8 children maximum per small group) in a classroom setting. Interns also lead interpretive tours for students (up to 20) to visit areas of the marine lab (including blue whale and gray whale skeletons, marine mammal research overlook, invertebrate touch pools, live sharks in aquaria, and more.) Tour stops and activities depend on the grade level of the class attending. Interns work with all grade levels (K-12 through community college) and are required to help lead tours when teaching *Discovery Labs*. School interns may also lead *Reserved School Tours*, an alternate program option for classes not participating in *Discovery Labs*. Read about *Discovery Lab and Tours* and *Reserved School Tours* at: <https://seymourcenter.ucsc.edu/learn/students-teachers/ways-to-visit/>.

How is being an intern different than being a volunteer? Interns are volunteers, but interns typically work more hours (anywhere from 6-15 hours/week depending on how much credit is being earned). Other school volunteers typically work 3 hours per week. Because interns work more hours, they become more deeply involved in the daily functioning and responsibilities of school programs and special projects at the Seymour Center.

Benefits: Learn about local marine life and scientific research. Gain valuable experience as a marine science educator and build your resume. Develop skills needed for public speaking, teaching, and interpreting marine science and research. Learn excellent group management skills for working with K-12 students. Regular enrichment lectures and field trips are offered to active volunteers/interns throughout the year. Opportunities to volunteer with summer marine science camps for youth.

Requirements: Responsible, punctual, reliable, with a positive and professional attitude. Enjoy working with K-12 and college students. Desire to learn and communicate marine science and research to youth through hands-on activities and engaging interpretation. This position requires preparation at home the night before each teaching shift. Ability to manage a group of schoolchildren. Ability to walk 1/4 mile, lift buckets of seawater for holding live marine animals. Enjoy working cooperatively with a team of other volunteers (ages 18-85), interns, and staff. Minimum 18 years of age. Experience working with K-12 youth preferred, but not required.

How do I become trained as a school intern? Each year we accept a limited number of new volunteers and interns to help teach our programs. We typically interview and select this group during the summer and fall prior to our annual School Programs Instructor Training series. This series of 3-hour training sessions takes place in late September through early October. New school volunteers and interns are required to attend these training sessions. All new volunteers and interns receive access to online training materials to help prepare for all programs and tours, in addition coaching and mentoring from staff and veteran volunteers.

We sometimes accept new interns in December and/or February, if additional instructors are needed. Volunteers and interns who join our team in the middle of the school year are required they watch a series of training videos recorded from the fall training sessions. Most training for interns joining mid-year is "on the job," therefore these interns need to be self-starters, willing to jump in and learn by doing from the outset.

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What does the training cover? Training sessions provide orientation to Seymour Center school programs, touring and teaching demonstrations and practice, group management tips, introduction to a variety of marine science concepts, and the most current information on Long Marine Lab marine mammal research.

When and where is the training? A series of 3-hour training sessions will be held on September 20, 23, 27, 30, October 4 and 7, 2017. All training sessions take place at the Seymour Center at Long Marine Lab. Different information is covered on each day of the training series, so *new interns must attend all training sessions*. Reading and homework will be given each day. Ongoing training and support, and additional required training sessions will be provided throughout the school year. See training dates and times on **page 2 of the School Programs Volunteer Information sheet** at: <https://seymourcenter.ucsc.edu/get-involved/volunteer/volunteer-job-descriptions/>

Minimum commitment: Interns are expected to work a minimum of two quarters (i.e. six or more months)--preferably three quarters. *Preference will be given to interns who commit to the entire school year (October-early June)*. The total number of hours an intern needs to work depends on whether the intern wants to volunteer for credit (see below) or experience. *Interns must be available at least one weekday morning per week (Tuesday-Friday) for teaching*. In addition to teaching and preparation time at home, interns are often expected to schedule at least two additional hours per week to assist with administrative projects and/or to help lead *Reserved School Tours*, depending on need. Students are able to switch shifts on a quarterly basis to accommodate class schedules. Vacations can be covered by swapping shifts with other school volunteers or by arranging subs.

Can I receive credit for interning? Interns can either work simply to gain experience and build a resume, or they can also arrange for credit if enrolled in a university or college. Non-credit internships have more flexibility. Interning for credit requires additional written work (see requirements below) because the student will receive an evaluation and grade from their faculty sponsor for the course. Students seeking university credit usually complete at least 1-2 quarters as a Seymour Center school programs instructor in good standing before formally earning credit as an intern.

What are the requirements for credit? Credit for UCSC students is offered through the Environmental Studies (ENVS) Internship Program. Upon the Seymour Center School Program Manager's approval, students can then contact the ENVS Dept. to set up an internship for 2 or 5-units of credit:

- **2-units of ENVS credit:** requires 60 hours of internship-related work. Two-unit internships are usually completed over two quarters and require 6 hours/week during one of the quarters.
- **5-units of ENVS credit:** requires 120 hours of internship-related work. The 120 hours is usually completed over the course of multiple quarters, and credit is given in the final quarter of the internship.

Preference is given to interns who commit to working one or more shifts over three consecutive quarters. Commitment to volunteering for at least two consecutive quarters is required. Days and shifts can be adjusted each quarter to work with students' course schedules. Course credit is typically earned during the spring or winter quarter.

I am interested in a School Programs Internship. How do I apply? First, submit an application that can be downloaded from our website: <http://seymourcenter.ucsc.edu/get-involved/internships/>

Email or send your application to: volunteers@ucsc.edu or Seymour Center School Programs Internships
100 McAllister Way, Santa Cruz, CA 95060

Applications will be reviewed, and selected candidates are typically contacted for an interviews during the late spring and summer months.