



# DEPARTMENT OF NATURAL RESOURCES STUDENT INTERNSHIP PROGRAM

## I. Introduction

The Student Intern Program operates under AS 39.25.110, the exempt law which was amended to include DNR's intern program effective June 15, 1984. Prior to this, the program operated under AS 39.25.195-200, the Nonpermanent Hire Law. The program is exempt from the provisions of the State Personnel Act and the rules adopted under AS 39.25.195-200. As a result, DNR has greater flexibility in such matters as pay levels, number of positions, eligibility requirements and approval for positions as they are handled "in-house" rather than through the Department of Administration, Division of Personnel.

Since January 1980, DNR has utilized well over 725 intern positions; currently we average 30 - 35 per year. Most of the student interns were undergraduates studying at Alaska campuses. A fair number have been graduate students and high school students. The majority of intern positions were hired in the Divisions of Forestry, Geological and Geophysical Surveys, Parks, Water, and Land. In the last several years most interns have been hired by the Divisions of Forestry, Geological and Geophysical Surveys and Support Services.

The student intern program offers unique opportunities to DNR, students, educational institutions and the State in general. The overall purpose of the program is to provide employment that contributes to a student's academic and career development while also accomplishing some necessary work for DNR. The program also:

- Provides an applied educational experience for students;
- Exposes students to the types of employment opportunities available in their prospective careers in hopes that they will discover their employment interests;
- Leads students into the most active fields of government and private industry;
- Provides an opportunity for students to become knowledgeable about state government and hopefully, influences the intern to return to state employment upon completing his or her education;
- Provides DNR access to skilled students who need summer or school year employment;
- Provides a rewarding source of income for college students;
- Participates in Alaska's educational system by encouraging and exposing students to career fields related to resource management and development;
- Increases diversity employment.

A DNR internship is not "just a job." It is a planned training program that enables the student to learn the policies, procedures and techniques of DNR professions while performing meaningful tasks which are valuable and necessary to DNR programs. **If a supervisor has an overriding need to get some temporary work done, then a nonpermanent position should be used.**

Internship work programs are designed by DNR. All potential interns must provide a "Statement of Eligibility" from a school to certify his/her student status.

## II Levels of Internship

There are three levels of internship:

Student Intern I - High school junior or senior (at least 16 years old): Often the student's first working experience. Simple tasks and basic exposure to the work environment are learned. The position typically performs routine clerical/administrative tasks, basic IT work, provides technical assistance, or participates in Forestry's learning program. Close supervision is required at this level.

Student Intern II - Undergraduate student: Typically has completed some advanced course work related to the internship. The intern receives training in technical areas such as drafting, cartography, field work, title search, accounting, computer work, customer service, but isn't limited to these areas.

Student Intern III - Graduate student: Typically in the area of their major field of study. Intern work is equivalent to professional job classes. Work plan exceeds technician or assistant jobs.

## III Salaries and Benefits

Salaries are based upon experience and education as it pertains to the internship.

<b>High school</b>	-	<b>\$ 8.50 to \$12.50 hourly</b>
<b>Undergraduate</b>	-	<b>\$12.50 to \$16.50 hourly</b>
<b>Graduate</b>	-	<b>\$16.50 to \$20.50 hourly</b>

The interns are eligible for the following benefits:

- Worker's Compensation Benefits
- Supplemental Annuity Plan (SBS-AP, the State of Alaska 401(a) retirement plan)
- Overtime at time and one half for time worked in excess of 40 hours per week.

## **IV Eligibility**

In order for to be eligible for a DNR internship, he/she must meet all of the following requirements:

- Must be at least 16 years of age (if under 16, child labor laws must be adhered to and prior approval from Department of Administration, Division of Personnel must be received);
- Must be currently enrolled as a full time student in a high school (or a recognized home school program at the high school level), college or graduate study program that is related to DNR work. Full time enrollment is a minimum of five classes and/or work study at the high school level. For college, the minimum is nine semester hours for undergraduates. This requirement can be adjusted if a student is enrolled in a college with a schedule differing from the standard semester system. At the graduate level, there is no required minimum number of credits, however, active enrollment in a degree program is required.
- For a summer internship, the applicant must have been a full time student during the immediately preceding spring semester and must have proof of acceptance/admission for full time studies in the upcoming fall term. Students who have graduated from high school or college during the preceding academic year and intend to begin pursuing a higher level degree the next term are considered eligible for the summer internship program.
- Must be in good academic standing (as defined by the particular school).

## **V Roles and Responsibilities**

Several parties are involved in the internship. Each party assumes specific responsibilities associated with the benefits it will achieve from the internship. These are the critical roles.

### The Supervisor

1. Will provide a training/work station and required materials for the student.
2. Will prepare a written training plan for the student. The plan will include an orientation and offer a wide variety of experiences. To maximize student learning, the plan will be updated each semester.
3. Will select the student to participate.
4. Will supervise the intern's work, help the intern with problems, and ensure school eligibility requirements are met.
5. Will prepare the performance evaluation of the student intern at the end of each semester and upon termination.

6. Will work with the department or division intern coordinator on administrative matters such as position establishment, recruitment, student status, intern approval. Payroll and other appointment paperwork will be sent to Department of Administration, Division of Personnel, Technical Services.

### The Student

1. Will meet all eligibility requirements as outlined in Section IV.
2. Will provide transcripts, letters of recommendation or other documentation as requested to verify eligibility.
3. Will promptly notify the supervisor when the student fails to meet the eligibility requirements for a student internship. Failure to notify the supervisor of eligibility changes may result in termination of the internship with the Department. It is in the student's best interest to submit a copy of their transcripts and/or registration forms each semester.
4. Will fulfill the work plan and otherwise abide by the rules and conditions outlined by the employer, supervisor, or intern coordinator.
5. May seek academic credit for the internship. If the student is receiving academic credit it is the student's responsibility to ensure all school requirements are met.
6. Will provide his/her own room and board, unless the position requires field work. DNR will provide field accommodations. (DNR may provide meals and/or non-commercial per diem for student interns while the student is working away from their primary duty station. However, this provision is at the discretion of the supervisor.)
7. Will pay for initial travel to duty station.

### The School

1. Will verify enrollment and academic standing of applicants and participating interns as requested by DNR.
2. Will help DNR recruit interested, responsible, and competent students (e.g. by announcing internship openings, handing out applications to qualified students, etc.).
3. Will provide assistance to help the student attain the technical and professional competencies needed in conjunction with the internship.

### Division Intern Coordinator

Divisions are not required to have intern coordinators, however, a division coordinator is strongly recommended if the division has numerous and continual use of interns. The division coordinator may be anyone so designated, including administrative staff.

1. Will work with the department intern coordinator on final approvals of intern positions and student intern approvals.
2. Will work with division supervisors on planning and conducting the internship.
3. Will review and verify that division requests for intern positions and training plans are in compliance with DNR intern guidelines and that funding exists.

4. Will coordinate division positions and will process and maintain administrative files and intern personnel files.
5. Will work with the students to make sure they complete necessary application paperwork, appointment paperwork, help them with problems, and to make sure eligibility requirements are met.
6. Will recruit eligible students and assist in student placement where requested in the division.
7. When requested to do so, will provide supervisors with names and applications of eligible students.

#### Department Intern Coordinator

1. Will work with supervisors and/or division intern coordinators on planning and conducting the internship and completing final approvals of positions and student interns.
2. Will review and verify that division requests for intern positions and training plans are in compliance with DNR intern guidelines and that funding exists.
3. Will coordinate positions and will process and maintain intern placement administrative files.
4. Will work with the students and division coordinators to make sure they complete necessary application paperwork.
5. Will recruit eligible students and assist in student placement where requested in DNR.
6. When requested to do so, will provide supervisors with names and applications of eligible students.
7. Will prepare and distribute forms and other guidelines that may be useful for the program. (Examples include student application and evaluation forms, student handouts, etc.)

**Contact: Intern Coordinator, Department of Natural Resources**  
**Email: [dnr.interncoordinator@alaska.gov](mailto:dnr.interncoordinator@alaska.gov)**

## **GENERAL INFORMATION ABOUT DNR**

The Department of Natural Resources manages all of Alaska's surface and subsurface resources, with the exception of fish and game. This includes state lands (including tidelands), waters, forests, oil, gas, geothermal energy, minerals, sand, gravel, recreational areas, archaeological and historic sites. DNR also encourages agricultural development and soil and water conservation.

DNR has regional offices in Juneau, Anchorage and Fairbanks with district and area offices in other locations, providing most Alaskans direct access to their resource managers.

## **GENERAL INFORMATION ABOUT THE DIVISIONS WITHIN DNR**

### **THE COMMISSIONERS OFFICE**

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Sets department goals and policies and provides support services to DNR's divisions and 25 boards and commissions. It serves the public and private sectors through its public information services. The Pipeline Coordinator's Office, the Trust Land Office, the Office of Project Management and Permitting and, the Office of Habitat Management and Permitting, as well as the Citizen's Advisory Commission on Federal Areas, the Alaska Oil and Gas Conservation Commission and the Soil and Water Conservation Board are also within the Commissioner's Office. The Commissioner maintains offices in Juneau, Anchorage and Fairbanks.

*Related studies: political sciences, public and business administration, law, fisheries, biology, natural resource management, economics, geography.*

### **DIVISION OF AGRICULTURE**

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Works with local producers to promote and support Alaska's agriculture industry through financing for farmers and processors, conservation education and inspection, and farm product certification. The "Alaska Grown" program promotes Alaska's farm products, and the Plant Materials Center develops and tests plants for Alaska's climate for use in agriculture production, erosion control, land reclamation and habitat improvement. It also operates the state nursery.

*Related studies: agriculture, agronomy, horticulture and associated fields.*

### **DIVISION OF FORESTRY**

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Manages State Forests for multiple use and sustained yield, protects forest values, and develops and sells forest products. Staff gives technical assistance to private forest landowners; administers the Forest Practices Act. Foresters cooperate with other agencies to protect 134 million acres of private and state forest land from fire and disease. Village crews are trained in fire protection, enabling them to work on fires in Alaska and around the nation.

*Related studies: forestry, natural resources, forest management, silviculture, GIS, computer*

*sciences, fire dispatching, suppression and presuppression techniques, logistics, warehousing, tree planting, disease control.*

## **DIVISION OF GEOLOGICAL AND GEOPHYSICAL SURVEYS**

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Collects, analyzes, and interprets data on natural resources and natural conditions; maps and inventories resources on state land for use by government, private industry, scientists, educators and the public. Their geologic hazards program provides engineering and safety information on slope-stability, volcano and earthquake hazards, permafrost and other natural conditions. The staff annually publishes about 75 technical reports and geologic maps and distributes more than 11,000 copies of publications.

*Related studies: geology, geophysics, earth science, mining, engineering, natural resources, GIS.*

## **DIVISION OF MINING, LAND & WATER MANAGEMENT**

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### **MINING**

Oversees state mineral exploration, development and leasing programs (excluding oil, gas, and geothermal energy) on state land; maintains records of locatable mineral claims; administers the state's Surface Coal Mining Control and Reclamation Program; and provides mineral information to the public and technical assistance to the mining industry.

*Related studies: mining engineering, geology, natural resource management, GIS.*

### **LAND**

Is the primary manager of Alaska's land holdings. Responsibilities include classifying land/land use planning; selling land and materials; leasing state land for recreation, commercial and industrial uses; managing major projects such as land selections to fulfill the state's land entitlement, reconstituting mental health lands, and permitting for development projects.

*Related studies: natural resource management, law, history, GIS, geography, business/public administration.*

### **WATER**

Manages, plans, promotes and authorizes responsible use of Alaska's water resources. Its staff also works to resolve state title to submerged lands under all navigable water bodies; collects and provides information on quantity and quality of Alaska's vast surface, ground and coastal waters; issues water use permits and water rights; and protects lives and property through its Dam Safety Program.

*Related studies: hydrology, natural resource management, law, engineering, geology.*

## **DIVISION OF OIL & GAS**

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Develops and manages the state's oil and gas leasing programs which generate 85% of the State of Alaska's general fund revenues. The staff identifies prospective lease areas; performs geologic, economic, environmental and social analyses, develops a five-year leasing schedule, and conducts public review of proposed sales. The Division conducts

competitive oil, gas and geothermal lease sales and monitors collection of all bonuses, rentals and royalties resulting from its leasing program.

*Related studies: petroleum engineering, geology, economics, geophysics and associated fields, law, business/public administration, natural resource management.*

## **DIVISION OF PARKS AND OUTDOOR RECREATION**

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Plans, develops and manages the Alaska State Park System, which hosts over six million visits annually, with assistance from its Volunteers in Parks and youth employment program. The park system provides interpretive programs for its visitors; administers grant programs and manages historic sites and a wildlife preserve. The Alaska Office of History & Archaeology is housed within the Division of Parks & Outdoor Recreation.

Related studies: park management, outdoor recreation, natural history, archaeology, anthropology, natural resource management, law enforcement.

## **DIVISION OF SUPPORT SERVICES**

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Provides financial and data processing services to the department. It is responsible for land title and land record information and the operation of the State Recorder's Office and the Uniform Commercial Code office. It also processes funds from oil, mining, land

leases or sales and handles billing for those activities. The Land Records Information Section provides software (including web) and hardware services to the department, GIS, cartographic mapping services. They maintain and develop DNR's numerous databases and other information systems.

Related studies: business/public administration, accounting, database management, computer sciences, system design, GIS, AutoCad, cartography, geography.

# APPLICATION

## Department of Natural Resources - Student Intern Program

**\*\*Please review information about each DNR division before applying\*\***

Date of Application \_\_\_\_\_

Ms/Mr \_\_\_\_\_  
Last First

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ Alaskan Resident \_\_\_Yes \_\_\_No  
City State Zip AK Drivers License \_\_\_Yes \_\_\_No

I am willing to work in:

\_\_\_Anchorage \_\_\_Juneau \_\_\_Fairbanks \_\_\_Any Location \_\_\_\_\_Other/Specify

I am applying to:

\_\_\_Office of the Commissioner  
(Joint Pipeline, Project Mgmt & Permitting, Habitat Mgmt & Permitting, Trust Land, Public Information Center)

\_\_\_Division of Agriculture

\_\_\_Division of Oil & Gas

\_\_\_Division of Forestry

\_\_\_Division of Parks & Outdoor Recreation

\_\_\_Division of Mining, Land & Water

\_\_\_Division of Geological & Geophysical Surveys

\_\_\_Division of Support Services (Land Records Information [IT/mapping], Recorders) I

am interested in the following type(s) of work:

I am attending: \_\_\_High School \_\_\_College \_\_\_Graduate/Doctorate Study

\_\_\_\_\_  
Name & location of school Major field of study Graduation Year

**Please complete application, and include:**

- . a copy of your latest transcript
- . two letters of recommendation
- . statement of eligibility
- . current registration

**Return application to:**

**DNR Intern Program Coordinator  
Department of Natural Resources  
550 W. 7<sup>th</sup> Ave., Suite 1400  
Anchorage, AK 99501  
[dnr.interncoordinator@alaska.gov](mailto:dnr.interncoordinator@alaska.gov)**

Rev.

# STATEMENT OF ELIGIBILITY

## Department of Natural Resources - Student Intern Program

**\*\*This form must be signed by your school counselor or advisor prior to your appointment as a student intern\*\***

I certify that the work program designed by the Department of Natural Resources in which

(student) \_\_\_\_\_

will be working is approved by our institution. I further certify that this student is enrolled full time in good standing in our institution in a curriculum appropriate to the intern training. I recommend the student's participation in this Intern program.

\_\_\_\_\_  
Instructor or Registrar

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date

**Please return to:  
Department of Natural Resources  
DNR Intern Program Coordinator  
550 W. 7<sup>th</sup> Ave., Suite 1400  
Anchorage, AK 99501**

[dnr.interncoordinator@alaska.gov](mailto:dnr.interncoordinator@alaska.gov)