

**South Dakota SWCS  
Internship Committee  
Committee Description and Workplan**

**COMMITTEE GOALS AND OBJECTIVES:**

1. Assist and encourage qualified students to pursue a career in natural resources conservation through an organized program of study at an accredited college, university, or technical school in South Dakota.
2. Solicit qualified applicants for the Chapter internship and scholarship programs.
3. Develop the Chapter Internship program and re-evaluate it periodically.

**COMMITTEE RESPONSIBILITIES AND WORK SCHEDULE:**

1. The committee chair shall hold committee meetings and/or use other communication means each year to plan and coordinate internship activities. If the committee proposes changes to the program, submit annual operating budget needs to the Executive Committee for consideration and approval no later than the last Executive Committee meeting of the calendar year.
2. On an annual basis, inform all colleges, universities, and technical schools in South Dakota of the following internship and scholarship programs offered:
  - South Dakota Chapter internships (undergraduate). When proposing changes, consult with Executive Committee on the number and dollar amount to offer.
  - Parent Society scholarships and internships (undergraduate/graduate).
  - Email the following to appropriate school administrative personnel, department heads, and/or instructors at all South Dakota colleges, universities, and vocational schools no later than January 30:
    - a. Transmittal message informing them of the internship and/or scholarship opportunities.
    - b. Chapter internship program guidelines and application.
    - c. Society scholarship announcements and application forms.
3. Direct applicants to email or mail chapter scholarship application forms to the chair and postmark no later than March 31.
4. The Chair will select a panel of at least three members to assist in evaluating and judging applications. Selection(s) will be made by April 20.
5. The Chair will send letters to all applicants and schools to announce results of the chapter internship program no later than May 1 as follows:
  - Notify approved internship recipient(s) with congratulatory email (copy the president).
  - Correspond with remaining applicants with emails of appreciation to acknowledge applications received and name internship recipient(s).
6. The Chair will notify the chapter treasurer upon selection of internship winner(s) and

upon successful completion of Internship according to current internship program guidelines regarding where to send the award funds (name of school, administrative/financial aid department)

7. Develop and submit a minimum of one news article each year to the chapter newsletter editor according to the newsletter calendar to announce internship award(s) and recipient(s).
8. Maintain a recordkeeping list of annual internship award(s) and recipient(s) for committee information and historical purposes.
9. Assist in the promotion and development of the Chapter's Internship Endowment Fund and special fund-raising activities.
10. Present committee activity and progress reports at scheduled chapter meetings as appropriate. If chair or a committee member is unable to attend, submit a written report to the president prior to the meeting.
11. Be alert to scholarship opportunities offered by the parent Society for consideration by the committee and/or board of directors.
12. Prepare and present a final written report of committee activities and accomplishments at the chapter's annual business meeting.

#### **COMMITTEE SELECTION:**

1. The chair is selected and appointed each year by the chapter president.
2. Additional committee members may be selected and appointed by the committee chair after consultation with the Executive Committee.
3. All committee members must agree to serve before being appointed.

Updated Dec. 2021