

8/17/06

**GEORGIA MUSEUM OF NATURAL HISTORY
ANTH, BIOL, ECOL EETH, ENTO, FORS, GEOL, PATH, PBIO 4261
NATURAL HISTORY INTERNSHIP AGENDA**

1. Welcome to the Georgia Museum of Natural History
2. Introductions
 - Other interns
 - Staff
 - Coordinator: Elizabeth J. Reitz, <ereitz@uga.edu>; 542-1464
 - Rm 10, Natural History Building, Georgia Museum of Natural History, CAMPUS #1882
3. Three A's and a paper
 - Paper:
 - Turn paper in to Reitz (manila folder on Wednesday, Dec. 6 by 5:00 pm.)
 - No excuses will be accepted
 - DO NOT TURN IN ELECTRONICALLY. THIS IS UNRELIABLE!!***
 - Accuracy
 - Attendance
 - Work schedules: 7 hours per week in blocks of 2-4 hours; Total 105 hrs.
 - Keep time log and turn in the log with your paper
 - Must make up hours not excused by supervisor
 - Attitude
4. Chemical Specific Right to Know <<http://www.esd.uga.edu/rtkcs/index.htm>>
 - Take on-line Chemical Specific Right to Know training by the end of the week. This takes about 30 minutes and counts toward your internship hours. Give form to your supervisor. Your supervisor should send a copy of the form to me or you should indicate that I should be notified if the program prompts you to have someone notified by email.
5. Letter of Agreement
 - Sign the 3rd page and give a copy of the 3rd page to your supervisor, who should sign it and send it to E. J. Reitz.
6. Release form
7. Students must return a signed copy of page 3 of the letter of agreement, their release form, and their Chemical Specific Right to Know form to Dr. Reitz ***BEFORE FRIDAY, SEPTEMBER 1, OR THEY WILL BE DROPPED FROM THE INTERNSHIP.***
8. Security and other rules of the building (evacuation route and shelter location)
9. Discovery Room and Insectival (Sept. 23, 9:30-12:30, Botanical Garden; Cecil Smith)
10. Tour of the building