



BUCKS COUNTY CONSERVATION DISTRICT

1456 FERRY ROAD, SUITE 704
DOYLESTOWN, PA 18901-5550
(215) 345-7577

In Pursuit of Environmental Excellence

BUCKS COUNTY CONSERVATION DISTRICT INTERNSHIP POLICY

It is the desire of the Bucks County Conservation District to partner with institutions of higher education to promote, support, and otherwise facilitate internship positions hosted by the district as resources would allow. Internships provide valuable experience to the students and afford the Conservation District with project assistance. An internship is a great way to network, meet professionals in the natural resources conservation field, and gain experience in a work environment.

Purpose: The purpose of the Bucks County Conservation District's Internship Program is to provide students with the opportunity to explore and experience working with an agency in natural resources conservation. Internships are beneficial to all three parties: the student, the district, and the university.

Description: The student will assist qualified conservation district staff in their day-to-day responsibilities, or with special projects of the district. This may include:

- Meeting with landowners on their property
- Inspecting earth disturbance construction sites
- Installing BMP's such as riparian buffers, agricultural and urban BMPs
- Reviewing erosion and sediment control plans
- Reviewing nutrient management plans
- Participating in natural resource inventories and evaluations
- Data entry of natural resource information
- Assisting with developing natural resources mapping and GIS coverage
- Assisting in survey and layout of conservation practices
- Assisting in general office responsibilities
- Completing special project tasks as assigned

Requirements: The student should be either a junior or senior in a natural resource program at an accredited university, or a student who desires to complete an internship with the district as a result of a class requirement.

Student must agree to:

- Commit the time and energy to complete the internship
- Come with a positive attitude, wanting to learn
- Fill out an internship application with at least one letter of reference from affiliated University department official (this requirement is waived for class assignment internships that are less than 80 hrs of service)



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The Conservation District will provide:

- The experience
- Day to day supervision by District Manager or their designee.
- An hourly wage (if budgeted)
- A review and evaluation of the student's progress during the internship
- Per Diem expenses, ie travel

Solicitation for applicants:

When the district decides to host an internship, advertisement for the position will be accomplished via direct contact with a University, or by general advertisement through the District's website. Students may also contact the District directly to express their interest in an internship.

Internship Selection:

Upon reception of eligible internship applications and letters of reference, the District's personnel committee will make selection and notification of offer to the successful applicant.

Internship- period of position/hours of performance

Internships will generally coincide with a semester or summer term, whichever applies. Internships hosted during the regular semester period (spring/fall) will not exceed 20 hrs/week. Summer internships will be hosted at a maximum of 32.5 hours/week.