Process for setting up and hiring a Freshwater Lab Intern

HOSTS

- Contact Freshwater Lab (FWL) to indicate your interest in hosting an intern. If desired, set up informational phone call.
- Decide on potential intern projects.
- Create a job description or fill out FWL Internship Description form. Get internal approvals.
- FWL will send student materials over for your consideration.
- Let FWL know before reaching out to student(s) to set up interview.

STUDENTS

- Meet with Prof. Havrelock to talk about your interests. Look into organizations you might like to intern with.
- Read all internship descriptions as they come in, and let Prof. Havrelock know when you are interested in applying. You should apply for more than one position.
- Send resume and cover letter to FWL as soon as you can.
- Keep in touch with FWL on your interests and progress.

Training a new generation of water leaders

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