



Stewards Individual Placements Mid Term Report

Please respond to these questions thoroughly and thoughtfully and answer in complete sentences and paragraphs. You cannot save your progress, so be prepared to complete the report in one sitting. We suggest typing your answers in a separate document and copy and paste into this form if you are worried about time and allotting at least 15 minutes to complete the report.

Please first view this 20 minute video regarding the importance of taking photos during your term- <https://youtu.be/IP8tjOhqxDk>.

If your term is 26 weeks or longer, you will be asked to upload photos and a photo caption document. Please have those readily available. It is okay if they are photos of you at your workstation, we just want to see you in your normal work environment!

Please note, a copy of this report will be automatically sent to your supervisor upon submission. There is one question regarding support from your site supervisor that will be removed from their copy of your report.

First Name *

Last Name *

Email *

example@example.com

Site Name (Please do not abbreviate) *

Supervisor Name *

Supervisor Email *

example@example.com

Start Date *

Month Day Year

End Date *

Month Day Year

What Initiative are you with? *

If you aren't sure, please ask your Stewards Coordinator.

Who is your Stewards Coordinator? *

What is the length of your position? *

300-675 hours / 1-25 weeks

900-1700 hours / 26-52 weeks

MID TERM Report

What have your main accomplishments been? What are you the most proud of? *

List the current status of each of your projects. What upcoming projects do you have that you haven't included in this list? *

Describe any challenges you have had with any of your projects. How did you overcome these challenges? If a challenge is ongoing, please describe how you plan to overcome it. *

What tools or resources do you need from your site or from the Stewards Program to accomplish your project objectives? *

Is your site supervisor providing you with the type of support you need to be successful in your position? (This answer is hidden from the report your supervisor will receive) *

If you answered "kind of" or "no" above, please provide more detail so Stewards can help you troubleshoot.

Photo Upload (optional)

Photos are not required for your Midterm report, but you are more than welcome to submit some photos or examples of your work if you would like.

1. Upload **5 high resolution photos** with you in at least 3 of them. Prefreably these are photos of you at work whether that be in the office or in the field.

Please name photos in the following format:

Site name_year_Program_Last Name_First Name_Report-Type_Photo 1

Ex: GRCA_2019_RTCA_Smith_John_Midterm_Photo1

2. Upload a completed photo caption Word document describing your photos.

MidTerm Survey (NPS only)

What kind of skills do you think you have developed or acquired? *

What do you want senior officials in the National Park Service to know about your experience? *

What do you think of your internship so far? *

What has been most interesting to you? *

Have you learned something you didn't know before? *

Is there anything you would like to change about your experience so far? *

Photo Upload

Please upload the following:

1. Upload **5 high resolution photos** with you in at least 3 of them. These can be of you in your office or in the field.

Please name photos in the following format:

Site name_year_Program_Last Name_First Name_Photo 1

Ex: GRCA_2019_RTCA_Smith_John_Photo1

2. Upload a completed photo caption Word document describing your photos.

Project Accomplishment Information

Please make sure you are completing your monthly accomplishments in your Conservation Legacy portal. You should be receiving an automatic email on the 5th of each month with a link to complete these.

Not sure how to complete them? Visit this resource for guidance!

Again, just a reminder, a copy of your Midterm Report will be automatically sent to your Supervisor upon submission. The question regarding your supervisor's support level will be removed from their view of the copy.

If you have other questions or concerns you would like to bring up, please contact your coordinator, {whols}, directly at {coordinatorEmail}