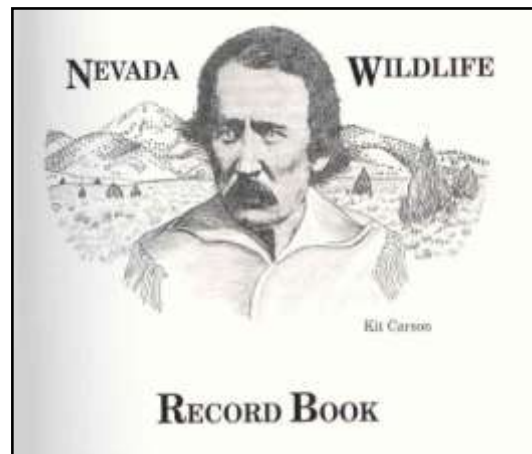


Notice: There are no internships available for 2011

JAMES LATHROP & WAYNE CAPURRO
MEMORIAL INTERNSHIP PROGRAM
IN WILDLIFE MANAGEMENT

Sponsored by:



PARTNERS IN
WILDLIFE MANAGEMENT AND
CONSERVATION EDUCATION

JAMES LATHROP & WAYNE CAPURRO MEMORIAL INTERNSHIP PROGRAM

Section I: Purpose of Memorial Internship Program

The James Lathrop & Wayne Capurro Memorial Internship Program provides select students with the opportunity to work with the Nevada Department of Wildlife (NDOW) during the summers to obtain exposure to the wildlife management profession. Graduating seniors of Nevada high schools, private schools, home-schooled persons meeting the high school graduate equivalency requirement or persons already enrolled at the University of Nevada, Reno are eligible to compete for these full time seasonal aid positions. The employment begins at the intern's earliest available date in the spring and ends once the fall semester commences at the intern's college or university. NDOW may continue employment during fall or spring semesters for special projects. The internship is not a direct grant or gift payment to a student in the traditional sense; rather it is an employment opportunity where wages earned can be used to help support his/her college education. Interns will become paid seasonal employees of the NDOW and will receive 'on-the-job' training to provide them with practical knowledge and experience to enhance their college studies and future career.

This internship program receives funding support from two conservation organizations, Nevada Bighorns Unlimited (Reno Chapter) and the Nevada Wildlife Record Book. These groups have collaborated with NDOW to name the internship program in honor of two wildlife advocates that were founding members of the organizations and who worked tirelessly up to the passing of their lives to serve the needs of Nevada's wildlife and their habitat. Both men made outstanding contributions to wildlife management through their roles as hunters, volunteers, organizers and advisors to the Department, the Nevada Board of Wildlife Commissioners and the many wildlife-oriented organizations that mutually support the sustained health of Nevada's wildlife resources.

Section II: Details and Conditions of the Internship

1. **For the summer of 2011**, NDOW has five returning Interns (Interns), thus **no positions** are available.
2. All applications will be examined and the applicant pool will be determined based upon the responses contained within the application form. Selected applicants will be notified via letter, email or phone to appear before a selection committee for an interview.
3. Interviewees will be informed of the results of the hiring panel shortly thereafter. (see Section V.)
4. The Intern will be assigned to one of NDOW's three administrative regions by the Game Division Chief. These regions are based in Reno, Elko and Las Vegas and the Intern will be under the general supervision of the Regional Supervising Biologist. Many work tasks may involve field activities in remote areas of the state.
5. Generally, incoming freshmen are assigned to the region where their home town is located.

6. The Intern will be assigned work related to wildlife management for the summer. The Intern should be prepared to camp out, hike and participate in physically strenuous work activities. The Intern must have a valid driver's license and should be able to drive a 4-wheel drive pickup on unimproved roads. Training can be provided if the Intern lacks this experience. Additional training in the use of all-terrain vehicles, radios and specific tools, techniques and computer programs will be provided, but experience with these items is looked upon favorably.
7. The Intern will be an employee of the State of Nevada, a status which will provide compensation for injury in the event of an accident. If the Intern is assigned duties away from home, then food and lodging expenses will be covered by the Department by reimbursement. Interns will be provided with NDOW uniform shirts. The Department will make every reasonable effort to provide temporary housing during the Intern's summer employment.
8. All Interns will begin work under the title of Conservation Aid I and will be compensated at the appropriate grade and step. The beginning salary is approximately \$11.46 per hour and is paid in bi-weekly periods. The pay grade increases with each successive year in the program.
9. A base work week will be Monday through Friday, 8:00 a.m. to 5:00 p.m. for a total of 40 hours. However, due to the nature of the work, variations of this base schedule are quite common.
10. The Intern will agree to a schedule with NDOW which for incoming freshmen typically starts the Monday after high school graduation and continues through the summer to a point in time when the individual begins attendance at his/her selected college or university. Interns already attending a college or university typically start work after spring finals and work until the beginning of the fall semester/quarter. Students attending Nevada colleges or universities are sometimes retained as part-time seasonal workers through late November in order to allow them to participate on NDOW projects conducted on weekends in the autumn.
11. The internship shall be granted on a one-year basis, but can be renewed annually for four years upon satisfactory performance as determined by NDOW. Interns can work full-time for a maximum of four summers.
12. As a student enrolled full-time in an accredited college or university, the Intern must plan to pursue a curriculum of biology, wildlife management or closely related field and maintain consistent enrollment. The student shall carry the minimum number of credits required by the college or university to be considered a full-time student. These two terms must be reconciled with the Department of Wildlife before an Intern can continue into another year of the program.
13. The applicant shall name the college or university he/she wishes to attend when submitting an application for the internship.

Section III: Qualifications to Apply for the Internship

Any high school student planning upon attending a college or university in the fall of 2010 and meeting the following qualifications is eligible to compete for the Lathrop-Capurro Memorial Internship award.

A. For incoming freshmen:

- a. The applicant must be a senior student of a Nevada high school planning to graduate in May or June - or - a home-schooled student that has fulfilled or will fulfill the requirements set forth by the State of Nevada to earn a graduate equivalent diploma.
- b. The applicant must have reached his/her sixteenth birthday.
- c. The applicant must have a 2.5 or better grade point average in high school during his/her junior and senior years. Proof must be provided.
- d. The applicant must be recommended by the high school principal, counselor or the scholarship committee/coordinator of the high school or by a person of authority (not a parent) if the applicant is home-schooled.
- e. The applicant must attain a satisfactory score in either the Scholastic Aptitude Test and/or the American College Test. The applicant must attach copies of the results received on either or both of these tests.

B. For current college student:

- a. A current college or university student may apply for the internship if he/she has been enrolled as a full time student. A copy of his/her college transcripts must be attached to the application form.
 - b. The applicant must provide the written recommendations of at least two instructors or professors at the college or university. A written recommendation provided by a full-time Nevada Department of Wildlife employee may substitute for one of the two endorsements described above.
- C. Applicant finalists will be selected based upon their application responses, GPA, SAT and ACT test scores, and the content of their essay based upon the theme: "What motivates me to become a Wildlife Biologist".
- D. The above content and the applicant's responses in a personal interview will ultimately determine who will be selected for an internship.
- E. The applicant must be available for employment during the summer (June, July, August) and be physically fit for field work with the Department of Wildlife.

Section IV: Application for Internship

1. The applicant shall complete the application form for the Lathrop-Capurro Memorial Internship along with any required attachments as stated in Section III and submit it to:
Nevada Department of Wildlife
Attention: Game Division
1100 Valley Road
Reno, Nevada, 89512.
2. **No Applications will be accepted for 2011.**
3. If the applicant is not an adult aged 18 years or older, he/she must also provide a statement from the family doctor regarding the applicant's general health.
4. The applicant may provide additional letters of recommendation.

Section V: Selection Procedures

1. The Director of the Nevada Department of Wildlife or his designates, will review the applications.
2. In the event that the total number of applicants exceeds ten individuals, applicants may be ranked by the content of their application packets and a select number may be placed upon a final roster.
3. In April, a selection committee will convene to personally interview persons on the final roster to select this year's Intern(s).
 - a. Only students having satisfactory physical capabilities, good citizenship and academic records, and a sincere interest in pursuing a career in the field of wildlife management or science of wildlife biology or other related science will be chosen.
 - b. Applicants residing more than fifty miles from Reno will be reimbursed for vehicle mileage or airfare from Las Vegas to travel to the final selection interview.
4. Within one week following the interviews, all final roster applicants will be notified by email and surface mail letter of the results of the selection process.
5. A selected candidate must advise NDOW of acceptance or refusal within three business days following notification described above.
6. The Intern will be notified by NDOW of further administrative procedures necessary to commence employment.

Section VI: Program Continuation – An intern can continue to be employed for a maximum of four summers, as long as the person meets the requirements stated in Section II, §12. Interns that were selected when they were enrolled in a college or university are not eligible to work under the terms of the Lathrop-Capurro Internship Program once they have graduated.