

2024

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

Open Positions

One (1) open position is anticipated for the summer 2024 season.

Section I: Purpose of Memorial Internship Program

The James Lathrop & Wayne Capurro Memorial Internship Program (Internship Program) exposes college-level students to the wildlife management profession by providing a paid seasonal (summer) employment position within the Nevada Department of Wildlife (NDOW).

The Internship Program provides an employment opportunity for students so that wages may be earned to support their college education; the Internship Program does not provide direct grants or gift payments to students. Interns are paid seasonal employees of NDOW and receive ‘on-the-job’ training in an effort to provide practical knowledge and experience and to enhance their college studies and possible future career.

Internships are granted on a one-year basis but can be renewed annually for up to four (4) years by going through the re-application process (See Section VI).

The Internship Program receives funding from two conservation organizations, the Nevada Bighorns Unlimited (NBU), Reno chapter and the Nevada Wildlife Record Book. James Lathrop (NBU) and Wayne Capurro (Nevada Wildlife Record Book) were founding members of these organizations, working tirelessly to serve the needs of Nevada’s wildlife and habitat. Both men made outstanding contributions to wildlife management in their roles as hunters, volunteers, and organizers and through advising NDOW, the Nevada Board of Wildlife Commissioners and the many wildlife-oriented organizations that mutually support the sustained health of Nevada’s wildlife resources.

About the Internship Position

The internship is a paid seasonal position. Interns will camp, hike and participate in physically strenuous work activities. Work often involves transporting building material to, and aiding in, the construction of water tanks and other wildlife related structures. Tasks may involve field activities in remote areas of the state. Often work in these areas involves driving in mountainous areas, working and camping alone. Interns can expect to spend time, sometimes days at a time, alone without contact with others. Interns should be comfortable driving manual transmission vehicles and be capable of driving 4WD vehicles on unimproved roads. Interns should be willing and able to change a flat tire and install tire chains when needed. Interns are expected to relocate to and live in different parts of the state each summer. Duty stations will sometimes be in rural areas where the intern may be required to live alone in camp trailers.

Section II: Qualifications for Application to the Internship Program

Incoming College Freshmen:

- a) Applicants must be seniors attending a Nevada high school and planning to graduate during the 2023–2024 school year **or** be a home-schooled student who has fulfilled, or is fulfilling, the requirements set forth by the State of Nevada to earn a graduate equivalent diploma.
- b) Applicants must be intending to pursue an undergraduate degree in wildlife management, biology, ecology or a closely related field.
- c) Applicants must have a minimum 2.50 GPA for senior high school years. Transcripts are required.
- d) Applicants must provide a letter of recommendation from the high school principal, high school counselor or high school scholarship committee/coordinator **or**, if the applicant is home schooled, by a person of authority who is not the applicant’s parent or guardian.
- e) Applicants must supply copies of his/her official Scholastic Aptitude Test (SAT) score and/or the American College Test (ACT) score.
- f) Applicants must name the college or university he/she wishes to attend.
- g) Applicants must complete and submit the application by the stated due date.
- h) Applicants must have a valid driver’s license.
- i) Applicants must be available for employment during the summer months (June, July and August) and be physically able to engage in and complete field work for NDOW.
- j) Applicants must be 16 years of age as of June 1, 2024.
- k) Applicants younger than 18 years as of June 1, 2024, must provide a statement from a physician regarding the applicant’s overall general health.

Enrolled College Students:

- a) Applicants currently enrolled in a college or university may apply for the Internship Program if he/she graduated from a Nevada high school **or** was a home-schooled Nevada resident who fulfilled the requirements set forth by the State of Nevada to earn a graduate equivalent diploma.
- b) Applicants must be enrolled as full-time students at a college or university and be actively pursuing a degree in wildlife management, biology, ecology or a closely related field.
- c) Applicants must have a minimum 2.50 GPA. College transcripts must be provided.
- d) Applicants must provide a minimum of two (2) letters of recommendation from instructors or professors from their college or university. A letter of recommendation from a full-time Nevada Department of Wildlife employee may substitute for one of the two required endorsements.
- e) Applicants must complete and submit the application by the stated due date.
- f) Applicants must have a valid driver’s license.
- g) Applicants must be available for employment during the summer months (June, July, August) and be physically able to engage in and complete field work for NDOW.

Section III: Details and Conditions of the Internship

- a) The Game Division assigns Interns to one of NDOW's three administrative regions, Western (Reno), Eastern (Elko) or Southern (Las Vegas).
- b) Interns are under the general supervision of the Regional Supervising Biologist. Tasks may involve field activities in remote areas of the State. Incoming college freshmen are usually assigned to the region nearest their hometown.
- c) Interns are assigned work related to wildlife management.
- d) Interns will camp, hike and participate in physically strenuous work activities.
- e) Interns should be comfortable driving a 4WD vehicle on unimproved roads. Training in the use of all-terrain vehicles, radios, specific tools, techniques and computer programs is provided.
- f) Interns have the title of Conservation Aid I and are compensated at the appropriate grade and step, starting at approximately \$15.18 per hour. Salary payment is bi-weekly. As Interns meet minimum qualification standards, the pay and step grade increases with each successive year in the program.
- g) Food and lodging expenses are reimbursed for duties that require travel.
- h) Uniform shirts are provided.
- i) Assistance with temporary housing during summer employment may be provided if Interns are away from their primary domicile.
- j) Interns typically work Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week, although the schedule frequently varies.
- k) Interns who are incoming freshmen start work the Monday after high school graduation. Interns already attending college or university start work after spring finals.
- l) Interns are expected to work throughout the summer, finishing near the autumn semester start date of the college or university to which he or she has registered to attend.
- m) Interns attending Nevada colleges or universities may be retained as part-time seasonal workers through late November in order to participate in NDOW related projects conducted on weekends throughout the autumn.
- n) NDOW may offer to continue an intern's employment during fall or spring semesters for special projects.

Section IV: Application for Internship

Prospective applicants to the Lathrop & Capurro Memorial Internship must complete the attached application and submit it along with the required supporting documents to:

**Nevada Department of Wildlife
Game Division, Lathrop & Capurro Memorial Internship
6980 Sierra Center Parkway, Suite 120
Reno, Nevada 89511**

Or emailed to: russellw@ndow.org

Applications must be received by 5:00 p.m., February 9, 2024.

Section V: Selection Procedures

- a) Qualifying applications are evaluated by the Director, or a designee.
- b) Applicants are ranked by their responses, GPA, SAT and/or ACT test scores.
- c) Applicants are ranked by the content of the essay submission.
- d) Top-ranked applicants will appear before a Selection Committee in April for a panel interview. Students having satisfactory physical capabilities, citizenship and academic records, along with a sincere interest in pursuing a career in the field of wildlife management or science of wildlife biology or other closely related science will be chosen.
- e) Applicants residing more than 50 miles from Reno, Nevada, are reimbursed for vehicle mileage or airfare to travel to the final selection interview.
- f) Within one week of the panel interview, applicants are notified of the selection results.
- g) Individuals selected to the Internship Program must notify NDOW of their acceptance or refusal of the position within three (3) business days of receiving notification or the internship offer is considered forfeited.

Section VI: Program Continuation and Reapplication Process

Re-applying Interns:

- a) Interns must provide a copy of their degree program curriculum during their first year.
- b) Interns can reapply to the Internship Program for up to four (4) consecutive summers.
- c) Interns who have graduated are not eligible to reapply.
- d) Interns reapplying must do so by the stated deadline and by submitting an application and providing a report detailing their work during the summer.
- e) Report submissions must describe in detail the activities in which the Intern was involved and the procedures and methods learned while working for NDOW. Reports must outline an Intern's philosophical assessment of the overall work experience.
- f) Completion reports will be used to evaluate the quality of an Intern's work while at NDOW and will be forwarded to the organizations that fund the Internship Program for review and possible publication.
- g) Interns reapplying must submit copies of current college or university transcripts. Reapplying Interns must have a minimum 2.50 GPA and earn a grade of C or better in degree curriculum courses.
- h) Interns reapplying must have a satisfactory performance report from the NDOW supervisor to whom the Intern had been assigned the summer prior. A reapplying Intern must meet minimum work standards to be considered for continuation in the program.
- i) Interns reapplying must be full-time students and remain in pursuit of a four-year degree in wildlife management, biology, ecology or a closely related field.

LATHROP-CAPURRO MEMORIAL INTERNSHIP APPLICATION



Applications are due 5:00 pm, February 9, 2024. Late applications are rejected.

High school seniors must fill in blocked items.

Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Email: _____

Do You Have a Current Driver's License? Yes No State _____ Class _____

Name of High School: _____ Date of graduation: _____

Address: _____

City: _____ State: _____ Zip: _____

Principal: _____ School phone: _____

Please list the name and location of the college or university you plan to attend *or are attending*.
If more than one institution is under consideration at this time, list in order of preference.

Institution Name: _____ City/State: _____

Institution Name: _____ City/State: _____

What major field of study will you pursue? _____

Parent or Guardian Emergency Contact Information: *

Parent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Parent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

**Please indicate if one above is guardian.*

AWARDS, EXTRACURRICULAR ACTIVITIES AND CIVIC INVOLVEMENT

(form intended for Incoming Freshmen – Current college students; may improvise this form)

	<i>9th</i>	<i>10th</i>	<i>11th</i>	<i>12th</i>
Scholastic and School Service Awards				
Student Body and/or Class Offices				
Athletic Participation				
Music, Drama, Other Performing Activities				
Club Activities (Indicate Offices Held)				
Community Involvement or Service				
Employment (Summer or Part-time)				

ESSAY SUBMISSION: Please write an essay on the following statement:

What motivates me to become a wildlife biologist?

The essay is typed; a minimum of 500 words and maximum of 2,000 words. The essay is judged by content, grammar and writing ability. **Please attach the essay to the application.**

RELEASE PERMISSION

Parent/Guardian to complete the statement below if the Applicant is *under 18 years of age*.

I, the parent or guardian of _____, approve of his/her application for the James Lathrop & Wayne Capurro Memorial Internship Program and authorize the school to release copies of school records necessary to complete this application.

Date Parent or Guardian Signature

Complete the statement below if the Applicant is an adult (*18 years of age or older*).

I authorize the school to release copies of school records necessary to complete this application.

Date Student Signature

THE INTERNSHIP COMMITTEE RETAINS THE RIGHT TO DISQUALIFY OR REMOVE AN APPLICANT OR INTERN FROM THE INTERNSHIP PROGRAM FOR SUPPLYING FALSE OR MISLEADING INFORMATION.

TO BE FILLED IN BY SCHOOL [High School seniors only]

<p><i>Rank in Class</i> _____</p> <p><i>Percentile Standing in Current Year</i> _____</p> <p><i>Please Attach Copies of Student's SAT or ACT Scores</i></p> <p><i>Un-weighted Grade Point Average</i> _____</p>

JAMES LATHROP & WAYNE CAPURRO MEMORIAL INTERNSHIP PROGRAM
Applicant Check Sheet

(Do not return this page with the application.)

The application due date is 5:00 pm, February 9, 2024. Late applications are rejected.

HIGH SCHOOL APPLICANTS

Completed applications have the following items:

- Completed and signed application form
- Letter(s) of Recommendation
- Transcripts
- ACT or SAT
- Awards, extra-curricular and civic involvement form
- Essay: “*What motivates me to become a wildlife biologist?*”

Under 18 as of June 1, 2024?

- Physician’s Statement of Good Health

COLLEGE APPLICANTS

Completed applications have the following items:

- Completed and signed application form
- Letters of Recommendation
- Transcripts
- Awards, extra-curricular and civic involvement form or similar
- Essay: “*What motivates me to become a wildlife biologist?*”