



INTERNSHIP INFORMATION PACKET

BIO 484, PLB 484, MIC 484, MBB 484

Internship Coordinator Office – LSC-206-Undergraduate Advising Office
Phone 480 965-5340 • Fax 480 965-3562
<http://sols.asu.edu/ugrad/internships.php>

Last Updated: October 23, 2009

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Section**1**

Internship Overview

The internship program is designed to provide School of Life Science students with the opportunity to earn academic credit while acquiring the skills and experiences that will assist them in accomplishing their educational and career goals. As such, all internships must be related in some way to their academic major, occur outside of a university research lab setting and follow a contract. The internship program is a supervised experience that includes meaningful project based work combined with a career related course-BIO, PLB, MIC, or MBB 484.

The objectives of the program are to provide the student with the opportunity to:

- enhance their undergraduate learning in a professional environment.
- gain professional and scientific experience with current technology by contributing to significant projects.
- build communication, interpersonal, teamwork and other leadership skills critical for success in the life sciences.
- network with people across the company/industry to learn about career opportunities.
- reflect upon the internship experience and develop a resume/portfolio that displays skills and accomplishments.

As a result of their professional experience the student will gain real-life experiences.

Internship Participants

- **Student:** Initiates, locates and plans the project(s) of the internship with the assistance of their Site Supervisor, Faculty Mentor, and Internship Coordinator.
- **Site Supervisor:** Plans projects and learning outcomes with the student, serves as site contact, manages the day-to-day activities of the student intern and evaluates the student intern's performance during the internship experience.
- **Faculty Mentor:** Approves, mentors, and awards letter grade. *Without a Faculty mentor the student will earn a Pass/Fail grade.*
- **Internship Coordinator:** Serves as a liaison between the site supervisor, the student and faculty. Approves, monitors, and awards pass/fail for the internship class.

Internship Guidelines

- **Academic Standing:** Students must be in good academic standing, have a major GPA of 2.75 or better, and at least 45 credits completed.
- **Approval:** All internships must be approved **before** the student starts at the site or registers for the course. To ensure that the internship benefits the student's academic growth, the suitability of the proposed internship activities must be approved by the Internship Coordinator. Approval by a SoLS faculty is necessary if the student wants to complete an out of state internship or earn a letter grade.
- **Experiences:** Students should work with their site supervisor to develop a project that is meaningful. A detail
- **Credit Hours:** Students who perform an internship can register for up to 3 credit hours per semester. The University requires that students perform 45 hours of contact work for each academic credit received.

Academic Credit	Required Contact Hours
1 credit	45 hours
2 credits	90 hours
3 credits	135 hours

Students are able to apply a **TOTAL** of 6 credit hours (inclusive of university research & individualized instruction) towards their major degree requirements. An internship experience may not be used by the student to generate credit in a different semester other than the semester for which the student is registered.

- **Grades:** If a student wants to earn a letter grade, they must find and engage the support of a Faculty Mentor on their own. Otherwise, students will earn a grade of Y-Pass, E-Fail.
- **Compensation:** Internships can be paid or unpaid. Employers are not obligated to pay interns. It may be possible to arrange an internship with a current employer if certain conditions are met. First the student must be working in a professional environment for more than 6 months where career-related training is received. Secondly, a supervisor, different than the one for the current position, must be used during the internship. Lastly, it must be clearly demonstrated that the internship differs from the student's job. Submission of additional materials are required and listed on the Work Variance Form (see page 10).

Internship Procedures

Step 1	<p>a) Identify internship opportunities through these resources:</p> <ul style="list-style-type: none"> • School of Life Sciences webpage - Internship Opportunities • Company websites • ASU - Career Services Office • Faculty • Bulletin Board Postings • Career Fairs <p>b) Decide if the internship will be completed for a letter grade and if so identify a Faculty Mentor.</p>
Step 2	<p>Meet with Internship Coordinator in Undergraduate Advising-LSC 206 to submit the Internship Application. At that time the internship requirements, forms and any questions will be reviewed and addressed. It is strongly recommended that students meet with the Internship Coordinator the semester before their anticipated internship semester. Internships must begin and end on the ASU academic schedule.</p>
Step 3	<p>Meet with Site Supervisor to create a project plan inclusive of a project description, goals, task/responsibilities, and outcomes.</p>
Step 4	<p><i>If student is NOT interested in earning a letter grade proceed to Step 5.</i> Meet with Faculty Mentor to discuss and review project goals and outcomes. Upon approval obtain the signature of the faculty mentor on the Internship contract.</p>
Step 5	<p>Complete the following:</p> <ol style="list-style-type: none"> a) Meet with the Internship Coordinator to submit the contract, waiver, and disclosure forms with all of the appropriate signatures, in the Undergraduate Advising Office-LSC 206. b) Obtain permission/line # for course enrollment of BIO, PLB, MIC or MBB 484. c) Register for the internship class on ASU Interactive.
Step 6	<p>Attend class, Thursdays-4:40-5:30, and fulfill the requirements according to the syllabus. The following course requirements must be completed to earn a grade:</p> <ol style="list-style-type: none"> 1. Class meetings 2. Time Log 3. Journal 4. Class Assignments 5. Mid & Final Evaluations from Site Supervisor 6. 10-15 minute presentation about internship experience <p><i>Please Note: Faculty mentors may have additional requirements. A progress report of all course requirements is shared with Faculty mentors to take into consideration when determining a student's grade.</i></p>

Section**2**

Internship Forms

The following forms may be duplicated and completed for submission. It is the responsibility of the intern to provide the Internship Coordinator, the Site Supervisor and Faculty mentor with the forms **BEFORE** the start of the internship.

1. **Internship Application** – provides background information about the student and their intent to complete an internship.
2. **Internship Contract** – provides details about the internship site, supervisor, projects and outcomes of the internship.
3. **Work Variance Form**-provides opportunity for student to request approval to use of their current employer to complete internship.
4. **Consent To The Release of Information** – provides permission by student to release records, if necessary.
5. **Internship Release** – provides permission by the student to contact specified individuals in case of an emergency.

Internship Application

Circle Appropriate Course: BIO 484 PLB 484 MIC 484 MBB 484

Instructions: Please print and fill in the following information. Submit to the Internship Coordinator-LSC-206 the semester before the internship.

Student Intern Information			
Last Name	First	M.I.	Today's Date:
Affiliate ID #:	Campus ID:	Academic Major:	
E-mail:	Telephone #:	Cell #:	
Local Street Address:			
City:	State:	Zip Code:	
Education			
Major GPA: _____	# of other internship credits completed _____	Student Status: Soph____ Jr____ Sr____	

List all biology, chemistry, and physics classes taken by name not by course #

Internship Information			
Do you have an internship contract? Yes or No			
Planned Internship Semester/Yr:	Fall_____	Spring_____	8 wk Summer_____
Internship Semester Hours/ # of contact hrs.	1 credit hr/ 45 hrs	2 credit hrs/ 90 hrs	3 credit hrs/ 135 hrs
Internship Compensation ___ Unpaid or ___ Paid? If paid, hourly wage or stipend _____			
Internship Grade: ___ Pass/Fail or ___ Letter			
If letter grade do you have a Faculty Mentor? Yes or No, If yes, SoLS faculty is _____			
Employment			
Are you currently employed? Yes or No			
If yes, please provide the following information:			
Name of Current Employer: _____		Number of hours/week: _____	
<i>Do you intend to use your current employer to complete your internship? Yes or No</i>			
<i>If Yes, please complete the Work Variance Form.</i>			

Skills & Experiences	
<i>What skills and experiences do you have to offer a perspective</i>	
<i>I have read the internship packet and I understand the requirements relevant to my academic major. I certify that all the information provided here is accurate to the best of my knowledge. I further agree to abide by the policies of the School of Life Sciences internship program and will provide a copy of this packet to my Internship Site Supervisor.</i>	Student Signature _____ Date: _____

Internship Contract

Circle Appropriate Course: BIO 484, PLB 484, MIC 484, MBB 484

Instructions: This contract must be completed, signed by the appropriate individuals and submitted to the Internship Coordinator, LSC-206, before the internship begins.

I. Internship Agreement: _____

Student Major _____ **Student Name** _____
_____, _____, on this date _____ agrees to an
Affiliate ID _____ **Month/Day/Year**

an internship with _____ for _____ total contract hours to begin on
Internship Site/Company _____ **45, 90, or 135 hrs**

_____ and to be completed by _____. Based on the contract hours designated
Month/Day/Year _____ **Month/Day/Year**

the intern will register for _____ semester hours during the _____ semester of _____.
(1, 2 or 3 credits) _____ **(Spring, Fall, Summer)** **Year**

The internship will be supervised by _____, _____
Name of Site Supervisor _____ **Title**

who may be contacted at _____ and/or _____.
E-mail _____ **Telephone #**

The internship site address is: _____
Street Address _____ **City, State** _____ **Zip Code**

II. Internship Project Description: Attach a separate document which provides the following information about the project(s). This should be developed by the intern and the site supervisor.

- Project Goal: briefly explain the context and scope of the project.

- Project Description: briefly describe the task/responsibilities that will be performed.

- Project Deliverable: briefly describe what will be developed.

- Project Evaluation: briefly describe how the student's project will be evaluated.

III. Internship Schedule/Compensation: In the space below, designate the scheduled days of the week and approximate times the intern will be expected to be at the internship site and whether or not internship is paid or unpaid.

Mon	Tues	Wed	Thurs	Fri	Total hrs/wk	Paid or Unpaid	Hourly Rate

IV. Internship Partners/Signatures: The following named individuals hereby enter into an agreement, which binds the signatories to a learning experience designed to benefit both the student and the internship provider.

Student Intern Signature & Date Site Supervisor Signature & Date Faculty Mentor Signature & Date (*letter grade only*) Internship Coordinator Signature & Date

FOR OFFICE USE ONLY: LINE # _____ Advisor Signature _____ Date _____
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CONSENT TO THE RELEASE OF INFORMATION

STUDENT NAME: _____

STUDENT AFFILIATE ID #: _____

EDUCATIONAL RECORD(S) TO BE RELEASED: Disciplinary Records.

PARTY OR CLASS OF PARTIES TO WHOM DISCLOSURE OF RECORDS MAY BE MADE, "AUTHORIZED RECIPIENT(S)":

Internship Coordinator

College/Department: School of Life Sciences

Mail Code: 4701

PURPOSE OF THE DISCLOSURE: Confirmation of disciplinary standing.

By presenting a signed and dated copy of this Consent to Arizona State University "ASU", Student consents to the release by ASU of the Records to the Authorized Recipient(s) for the Purpose identified above. The Student further agrees that ASU may discuss the information contained in the Records with the Authorized Recipients. This Consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. 1232g.

STUDENT SIGNATURE: _____ DATE: _____

Internship Coordinator: Please send this form to Student Life, MC-0512.

Student Life will return this form with the disciplinary report to you for your records. The student should not start the internship until you receive the report from Student Life.



LIABILITY RELEASE

Name of student: _____ Student's date of birth: _____/_____/_____

I am signing this Release so that I can participate in the Internship Activities, listed below, and agreed upon in connection with the School of Life Sciences Internship program at Arizona State University.

List of activities include:

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me while I am participating in these Activities or in connection with transportation to and from the destinations or any associated food or lodging. I agree to indemnify ASU and not to sue ASU for any harm or damage associated with my participation if the harm or damage is not due to the negligence or fault of ASU.

If I require emergency medical treatment, please contact:

Name of Emergency Contact Person: _____

Home Phone: _____

Work Phone: _____

If the Emergency Contact Person nor my Doctor are available at these phone numbers, I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment.

In this agreement, "ASU" means Arizona State University, the Arizona Board of Regents, the State of Arizona and their employees and agents.

Signature of Student: _____

Date: _____/_____/_____

Internship Evaluations

Evaluations provide a wonderful opportunity for feedback and growth. Two times during the semester, the student intern and the Site Supervisor meet to discuss on the job performance. This is an opportunity for the Supervisor to help the intern identify his or her strengths, skills and knowledge areas that the intern should seek additional experience or training. The evaluations are shared with the Internship Coordinator and help determine the intern's grade for the semester. In addition, the student is given an opportunity to evaluate their internship experience.

1. **Mid Semester Evaluation by Site Supervisor** – an assessment of the intern's performance, mid way through the semester, according to the individual supervising the intern on site. The form is provided and must be signed by the Site Supervisor. The form is submitted by the student and reviewed by the Internship Coordinator.
2. **Final Evaluation by Site Supervisor** – an assessment of the intern's performance, at the end of the semester, according to the individual supervising the intern on site. The form is provided and must be signed by the Site Supervisor. The form is submitted by the student and reviewed by the Internship Coordinator.
3. **Student Evaluation of Internship Experience** – an evaluation of the internship experience, by the student, completed at the end of the internship. The form is provided and must be submitted to the Internship Coordinator.

BIO, MIC, PLB, MBB 484
Mid-Semester Internship Evaluation

Student/Intern Name _____ Affiliate ID# _____

Site: _____ Site Supervisor: _____ Date: _____

Evaluation Rating Scale

5	<i>Outstanding:</i> This is the highest rating. The intern's performance consistently excels beyond expectations in all aspects of the internship.
4	<i>Strongly meets expectations:</i> Performance is above what is expected. The intern is proficient in all aspects of the internship and excels beyond expectations in some aspects of the internship.
3	<i>Meets expectations:</i> Intern is proficient in all aspects of this component/position.
2	<i>Partially meets expectations:</i> The intern's performance is proficient in most aspects, but he or she has immediate development needs in at least one area.
1	<i>Does not meet expectations:</i> The intern's performance does not meet the minimal expectations of performance for the internship. Immediate improvement is needed.

Please use the evaluation rating scale and check the number which best corresponds to how you rate the performance of the intern in each of the categories listed below. Share this with the student to help them identify their areas of strengths and opportunities for growth.

Regarding routine tasks, the Intern:

	5	4	3	2	1	
Is punctual	_____	_____	_____	_____	_____	Is tardy
Is willing to assume all tasks	_____	_____	_____	_____	_____	Hesitates to do what is asked
Completes tasks with little supervision	_____	_____	_____	_____	_____	Needs continuous supervision
Completes tasks with few or no mistakes	_____	_____	_____	_____	_____	Fails to complete tasks or completes with many errors
Assumes responsibility once a routine task has been done	_____	_____	_____	_____	_____	Needs constant reminders that the routine task must continue

Regarding professional preparation of the Intern:

	5	4	3	2	1	
Shows outstanding preparation	_____	_____	_____	_____	_____	Is poorly prepared
Shows practical knowledge of the world	_____	_____	_____	_____	_____	Demonstrates little ability to apply academic theory to real world situations
Displays initiative and good judgment	_____	_____	_____	_____	_____	Displays lack of initiative or good judgment

Overall, the Intern:

	5	4	3	2	1	
Fits well professionally	_____	_____	_____	_____	_____	Needs growth and more experience

Signature: _____ Date: _____
 On-Site Supervisor

Return completed form to the Internship Coordinator and/or Faculty Mentor

BIO, MIC, PLB, MBB 484
Final Internship Evaluation

Student/Intern Name _____ Affiliate ID# _____

Site: _____ Site Supervisor: _____

Evaluation Rating Scale

5	<i>Outstanding:</i> This is the highest rating. The intern's performance consistently excels beyond expectations in all aspects of the internship.
4	<i>Strongly meets expectations:</i> Performance is above what is expected. The intern is proficient in all aspects of the internship and excels beyond expectations in some aspects of the internship.
3	<i>Meets expectations:</i> Intern is proficient in all aspects of this component/position.
2	<i>Partially meets expectations:</i> The intern's performance is proficient in most aspects of the internship, but he or she has immediate development needs in at least one area.
1	<i>Does not meet expectations:</i> The intern's performance does not meet the minimal expectations of performance for the internship. Immediate improvement is needed.

Please use the evaluation rating scale and check the number which best corresponds to how you rate the performance of the intern in each of the categories listed below. Share this with the student to help them identify their areas of strengths and opportunities for growth.

Professionalism/Work Ethic	5	4	3	2	1
Teamwork/Collaboration	5	4	3	2	1
Critical Thinking/Problem Solving	5	4	3	2	1
Leadership	5	4	3	2	1
Communication Skills-Written	5	4	3	2	1
Communication Skills-Verbal	5	4	3	2	1
Self-Direction	5	4	3	2	1
Creativity/Innovation	5	4	3	2	1
Overall Performance	5	4	3	2	1

Please answer the following questions (attach a separate page, if necessary):

1. Was the Intern academically prepared for the internship?
2. What aspects of the Intern's performance were most positive?
3. What aspects of the Intern's performance need improvement?
4. Did the intern successfully complete the objectives specified in the agreement?
5. Additional Comments:

Signature: _____ Date: _____

On-Site Supervisor

Return completed form to the Internship Coordinator and/or Faculty Mentor

Student Evaluation of Internship Experience BIO, MIC, PLB, MBB 484

Student Intern Information			
Last Name	First	M.I.	Today's Date:
Affiliate ID #		Academic Major:	
Internship Site:		Internship Supervisor:	

Evaluation Rating Scale

5=Excellent 4=Good 3=Average 2=Below Average 1=Poor/NA

Please use the evaluation rating scale and circle the number which best corresponds to how you rate your internship experience in each of the categories listed below:

Quality of Projects/Assignments	5	4	3	2	1
Opportunity to Work With Other	5	4	3	2	1
Opportunity to Learn On the Job	5	4	3	2	1
Opportunity to Apply Coursework	5	4	3	2	1
Experience working with Internship Coordinator	5	4	3	2	1
Experience working with Faculty Mentor	5	4	3	2	N/A
Experience working with Site Supervisor	5	4	3	2	1
Relevancy of internship to your major	5	4	3	2	1

1. How did you find your internship? _____Referral/Friend or Family _____Company Website _____ASU Staff or Faculty _____Other (please explain)_____

2. What motivated you to enroll in an Internship? _____Course Credit _____Experience/Career Exploration _____Personal Development _____Other

3. Would you recommend this internship site to other students in the future?
 _____Yes No_____ Please explain why not:_____

4. Which guest speaker(s) did you enjoy the most? _____
 Which class assignment(s) were most helpful_____

Return completed form to the Internship Coordinator an/or Faculty mentor