Welcome! Extracurricular internships at Arizona State University's School of Life Sciences (SOLS) is an enhancement to the student’s curriculum that can become a valuable part of the student’s college education. It provides students the opportunity to apply their classroom learning in the work environment and, in some cases, may open the door to full-time employment upon graduation.

Research internships can either be a paid or unpaid work experience program for our students who work as regular part-time or full-time employees, earning academic credit for knowledge & skills acquired on the job. Students can earn from 1-6 credits; credits are based on the number of hours worked with 1 credit = 45 hours worked. The maximum number of credits that can be earned is 6 credits.

The SOLS internship program affords the employer and ASU the unique opportunity to work together to provide students with relevant learning activities and quality education. The acceptability of each work experience will be judged on the following criteria:

1. The work must be directly related to the student’s field of study.
2. The work must be academically useful.
3. The internship responsibilities must be research oriented, as job shadowing will not be approved.
4. The work experience must provide for the integration of academic learning and on-the-job training.
5. The type of work should challenge the student’s initiative and creativity.
6. The work assignment should increase in complexity and responsibility, and is not merely routine.
7. The employer or staff member must supervise the student.

If you ever have any questions, please do not hesitate to contact me. However, please recognize that when it comes to reminders about due dates, etc., that is the responsibility of the student to tell you when applicable, not of the instructor. An internship is a great opportunity for students to get comfortable with more responsibilities and to learn time management skills. Thank you for supporting extracurricular internships at ASU’s SOLS!

Serena L. Christianson, MBA - Internship Instructor
Arizona State University - School of Life Sciences
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BENEFITS OF INTERNSHIPS FOR THE EMPLOYER

- The ASU SOLS Internship program provides employers with an excellent source of temporary and possibly permanent personnel. It can be used as a screening tool for potential permanent employees after graduation without the risks often associated with hiring someone “off the street.”
- Internship students can relieve some of the burden from your senior-level personnel, providing relief in times of heavy workload.
- Employers have access to a self-sustaining pool of highly motivated, pre-professional employees bringing fresh ideas and perspectives to the job. Employers have an opportunity to become partners in the education process and help train tomorrow’s work force.
- Hiring ASU School of Life Science students may serve as a recruiting tool beyond the internship experiences. This is an opportunity for employers to build their reputation among the ASU community of graduates, making their business a sought after place of employment.
- There are economic advantages to hiring internship students. Employers can save money by either releasing permanent staff members for other duties or by meeting employment needed on special projects.
- Internship students hired permanently after graduation have shown a reduced turnover rate compared to employees who were not internship students.

HOW AN EMPLOYER BECOMES INVOLVED

Most employers become involved with the ASU SOLS Internship program in one of the following ways:

1. An employer submits a job listing with ASU through our Sun Devil Career Link and/or Career Development Services Office.
2. The University actively solicits the participation of an employer through the Career Development Services Office.
3. A student identifies a potential employer.

EMPLOYER RESPONSIBILITIES

To make participation in the program easy for you the employer, the SOLS Internship program places minimal demand on the business. We do not make salary requirements, but remember that students have many options and are looking for competitive wages. We do not select students for your positions. We believe it is the employers right to choose, but we can work with you if you have special requirements.
You, the employer, **MUST:**

1. Provide supervised work related to the student’s major or career goals.
2. Complete the Educational Contract with the student (provided at the end of this document)
3. Complete the Employer Evaluation – Student Performance Review at the midpoint and commencement of the experience. The form is provided at the end of this document. This should be a short meeting, either in person or over the phone, letting the student know what he/she did correctly and what he/she can improve on.
4. Sign off on the Time Record (provided at the end of this document)
5. Provide the student with enough hours to meet minimum requirements for credit. (1 credit = 45 hours; 3 credits maximum).

If an employer has the resources and would like to help the student with the course fees, we encourage them to do so; however, this is not a requirement and is at the discretion of each employer who participates in the internship program. For more information on credit rates, please contact the Financial Aid department at Arizona State University.

**INSURANCE REQUIREMENTS**

Employers are required to carry worker’s compensation for the student. The student is not eligible for unemployment after they complete their internship experience; therefore, the Unemployment Tax does not have to be paid on the student.

**MINIMUM REQUIREMENTS OF THE INTERNSHIP POSITION**

To ensure that a student who participates in the internship program has a relevant learning experience, each individual internship job must meet the approval of the appropriate department chairperson and/or faculty members. The acceptability of each work experience will be judged on the following criteria:

1. The work must be directly related to the student’s field of study.
2. The work must be academically useful.
3. The internship responsibilities must be research oriented, as job shadowing will not be approved.
4. The work experience must provide for the integration of academic learning and on-the-job training.
5. The type of work should challenge the student’s initiative and creativity.
6. The work assignment should increase in complexity and responsibility, and is not merely routine.
7. The employer or staff member must supervise the student.
ADMINISTRATION AND OPERATION OF
THE INTERNSHIP PROGRAM AT ASU SOLS

The SOLS Internship Instructor at Arizona State University (Serena Christianson) is located in Life Sciences Center A - 180. The telephone number is 480-965-5340; email is serena.christianson@asu.edu. When working with employers, the SOLS Internship Instructor is responsible for the following:

1. Locating & developing work positions and assisting students with the development of jobs they have found themselves.
2. Serving as institutional liaison with employers.
3. Recruiting students for the SOLS Internship program.
4. Informing prospective employers who host students for the SOLS Internship program.
5. Receiving and compiling student applications.
6. Counseling students on the proper techniques for filling out applications, writing cover letters, resumes and interviewing skills (in conjunction with the Career Development Services Office).
7. Serving as liaison between faculty and the employer during the placement.
8. Maintaining contact with the employer and the student during the work experience when applicable.
9. Working with the employer and/or student to resolve any problems associated with the work experience.
10. Informing students and faculty of career opportunities.
11. Advising, training and coordinating site visitation assignments for faculty when applicable.
12. Conducting on-going evaluation of the program.
13. Grading SOLS Internship students once completed.

The SOLS Internship Instructor is your link to ASU. If you have questions or problems with the student, do not hesitate to call the Instructor.

PROVIDING GUIDANCE FOR AN INTERNSHIP STUDENT

During the work experience, an internship student will be considered an employee and subject to the same rules and regulations as other employees. The student should be advised of these rules and regulations and all other policies governing working conditions, hours of work, holidays and other matters concerning employment. It is expected that the student will conform explicitly to the employer’s rules, regulations and policies. Failure to do so should subject the student to the same disciplinary and corrective procedures as any other employee.
As with any new employee, taking some time to orient them to their new work environment, peers, company policy and goals will help create a welcoming environment. The following are some areas we suggest you cover with your internship student.

**Administration**
- Work hours, breaks, lunch
- Overtime expectations
- Time off request procedures
- Staff meetings
- Safety procedures
- Secretarial support—who does what
- Information resources
- Facilities—restrooms, parking, cafeteria, keys, supplies, meeting rooms, recreation

**Business**
- Your business, products/services, customers
- Unit’s mission, goals, objectives, etc.
- How an internship student’s work relates to goals and makes a meaningful contribution
- Roles of other team members

**Performance**
- Define initial expectations and job duties for your internship student through the Educational Contract
- Provide informal feedback frequently about specific behaviors (positives and opportunities for improvement)
- Conduct an informal mid-term review, concentrating on positives and areas for improvement
- Complete the Employer’s Evaluation Form and conduct an exit interview with the internship student, simply letting the student know what he/she did correctly and what he/she can improve on.
STUDENT CHECKLIST (FOR YOUR INFORMATION)

Student Checklist

___ Ensure you meet the course’s requirements:
  • Enrolled in a School of Life Sciences degree program
  • 2.75 GPA
  • Successful completion 45 or more credit hours
___ Secure internship site (ensure that it is NOT job shadowing, but research-based)
___ Visit with Internship Instructor before enrollment
___ Complete Internship Application found at https://sols.asu.edu/student-life/consider-internship
___ Enroll in applicable Internship course (BIO/HPS/MIC/MBB/PLB 484) during the same semester the experience will occur. To earn academic credit, a student must work the following number of hours:
  • 45 hours = 1 credit
  • 90 hours = 2 credits
  • 135 hours = 3 credits
  • And so on for credits 4-6
___ Read, sign, and submit Educational Contract, Consent to the Release of Information, Emergency Release, and Work Variance* forms (*if internship is at current place of enrollment) (due by the end of the first week of your internship)
___ Read course syllabus
___ Complete Internship Time Record form
___ Complete Weekly Journals, submitted monthly electronically (as a .doc or .docx file, preferably) to instructor
___ Complete resume/CV critique through Career Services office
___ Complete supervisor interview
___ Complete performance review at midpoint of experience
___ Complete performance review at commencement
___ Submit final portfolio