

Internship Contract for EEB 3891

University of Connecticut, Department of Ecology & Evolutionary Biology

A. Introduction to the Contract

The contract describes the intern's goals, the methods by which those goals will be achieved, and the standards for evaluation of the intern's performance. The internship should provide professional growth and development, and an increased knowledge of biological and/or environmental principles. Each contract is constructed individually through negotiation among the intern, the field supervisor, and the faculty supervisor. All parties are encouraged to keep a copy of this contract for your records; originals should be submitted to the Biology Advising Center in the Biology/Physics Building, Room 101.

B. Rights and Responsibilities

The intern has the following rights:

1. To be given a thorough orientation.
2. To have free access to the information and guidance needed for his/her professional growth and development.
3. To have an ongoing professional response to his/her job performance.
4. To work in a cooperative, friendly atmosphere.
5. If possible, we would like that interns receive some pay for work performed. However, quality learning experiences without pay are acceptable.

The intern has the following responsibilities:

1. To perform tasks in a professional manner within the scheduled time.
2. To implement (and initiate) projects (as assigned).
3. To be self-starting and self-directed.
4. To work in a cooperative manner with supervisor and staff.
5. To meet with faculty supervisor, and to complete academic requirements on time

Supervisors have the following rights:

1. To expect the intern to complete his/her responsibilities as specified in this contract.

Supervisors have the following responsibilities:

1. To see that the intern's rights as listed in this contract are respected, and that provisions are made for their fulfillment.
2. To seek and provide growth experiences for the intern.
3. Inform the intern of the quality of his or her work during the internship.

C. Additional Information

1. All parties have the right to terminate the contract at any point, if the experience does not meet their expectations. However, University rules for course work such as add/drop and incomplete deadlines will still apply.
2. Each party has the responsibility to try conscientiously to make the experience meet the expectations of all parties.
3. Students who are currently receiving accommodations (academic, classroom, and/or housing) through the Center for Students with Disabilities (CSD) are encouraged to speak with a staff member in CSD to determine if any accommodations will be necessary during the internship.

CLAS Policy on Internships

1. Credit

- a. **No Retroactive Credit:** To receive credit for an internship, a student must enroll in an internship course prior to undertaking the work. No credit may be given, retroactively, for internship work undertaken without being properly enrolled in advance.
- b. **Credit Restrictions:**
 - (1) A student may count no more than fifteen (15) internship credits towards a bachelor's degree in CLAS.
 - (2) Each credit for internship work must entail at least forty-two (42) hours of work per semester or term.
 - (3) The required number of hours of work must be stated clearly in the **contract** for the internship (see 2.1 below).

2. Evaluation of Internship Performance

- a. **Internship Contract.** All internship courses must include as an integral part a learning contract or work plan that is signed by both the instructor of record and the internship supervisor (see 2.b and 2.c, respectively, below).
- b. **Instructor of Record.** The instructor of record for all internship work must be a University of Connecticut faculty member or a person approved, in writing, to serve in that capacity by the Head or Director of the Department or Program offering the internship. The instructor of record is responsible for assigning the grades.
- c. **Internship Supervisor.** Each student must have an assigned internship supervisor at the work site. The internship supervisor must agree (by signing the contract) to supervise the work and to participate in the evaluation of the student's performance at the end of the internship. Interns may not be supervised by undergraduate students.

3. **Student Eligibility.** The Committee recommends that students on academic probation not be allowed to register for more than six credits of internship course work.

4. **Grading.** Grading in a course titled "Internship" must be on an S/U (satisfactory/unsatisfactory) basis.

5. Other Restrictions

- a. **Payment.** The College does not forbid monetary payment for internship work, provided that such payment is incidental to the experiential learning to be gained from the work.
- b. **Lobbying.** Some internships allow students to participate in organizations and advocacy groups that perform or disseminate research, or engage in legislative lobbying, in order to affect the content of legislation or budgetary decisions. The Committee recommends that internship supervisors not assign student interns to activities on behalf of legislation or budget decisions directly affecting the University of Connecticut. It is especially in the best interests of the University that none of its interns be engaged in face-to-face legislative lobbying for the University.

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University of Connecticut, Department of Ecology & Evolutionary Biology

- I. Student Name: _____
Local Address: _____
City, State, Zip: _____
Phone: _____
Permanent Address: _____
City, State, Zip: _____
Email: _____
Major: _____
Academic Advisor: _____
Email: _____
- II. Placement Site (Organization Name): _____
Address: _____
City, State, Zip: _____
On Site Supervisor: _____
Title: _____
Email: _____
Phone: _____
Fax: _____
- III. Semester of Placement: FALL _____, SPRING _____, SUMMER _____, Year _____.
- IV. Number of Credits: _____
Dates of Internship: _____
- V. Faculty Supervisor: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Email: _____
- VI. Title of Intern's Job/Position: _____
Hours per Week on Job: _____
Days and Time: _____
Number of Weeks: _____

Hourly Rate of Pay (if applicable): _____

VII. Description of work: _____

VIII. Manner criteria for evaluation: _____

IX. When and how often Intern and Faculty Supervisor consult with each other: _____

Approval Signatures:

After signing, please remember to keep a copy for your records.

Student: _____ Date: _____

On Site Supervisor: _____ Date: _____

Faculty Supervisor: _____ Date: _____

AFTER OBTAINING SIGNATURES, SUBMIT INTERNSHIP CONTRACT TO THE BIOLOGY ADVISING CENTER IN BIOPHYSICS BUILDING, ROOM 101.