# CONTRACT FOR EEB 5881 or 5891 (Internship in Graduate Internship in Ecology, Conservation or Evolutionary Biology)

**Introduction**

This 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 the application of ecological and evolutionary principles in the workplace. Each contract is constructed individually through negotiation among the intern, the field supervisor, and the faculty supervisor.

Use of this contract is not required (students can also make alternative agreements with their faculty advisors), but the members of the BS/MS committee strongly encourage its use by students in the BS/MS program.

## Rights and Responsibilities

*The intern has the following rights:*

1. To be given a thorough orientation at the beginning of the internship.
2. To be assigned work that will make professional growth and development possible.
3. To have free access to the information and guidance necessary to perform well.
4. To have an ongoing professional response to his/her job performance.
5. To work in a cooperative, friendly atmosphere.

*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 report to faculty supervisor on a mutually agreeable schedule, as described in the list of intern duties and goals.

*Supervisors have the following rights:*

To expect the intern to complete his/her responsibilities in the manner outlined above, and as specified in this contract.

*Supervisors have the following responsibilities:*

1. To see that the interns 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. To communicate with the intern about the quality of his/her work during the internship.
4. To communicate with the faculty supervisor about the quality of the intern’s work on a mutually agreeable schedule, in any case at least once during the internship at also at the end of the internship.

**For further information, supervisors are encouraged to consult the University of Connecticut Center for Career Development publication “Employer’s Guide to Undergraduate and Graduate Internships and Coops”, available** [**here**](https://career.uconn.edu/wp-content/uploads/sites/7/2018/07/Off-Campus-Employer-Guide-20180725.pdf)

1. **Intern**

Name:

Address:

Contact information: xxx xxx-XXXX (phone), xxx.xxx@uconn.edu

Major/Program:

1. **Faculty supervisor**

Name:

Address:Department of Ecology and Evolutionary Biology, 75 North Eagleville Rd., Unit 3043, Storrs, CT 06269-3043

Contact information: 860 486-XXXX (office), 860 486-6364 (fax), xxx.xxx@uconn.edu

1. **Field supervisor**

Name:

Address:

Contact information: xxx xxx-XXXX (office), xxx xxx-XXXX (fax), xxx.xxx@xxxxx

1. **Internship**

Title of internship (also title for intern’s written report due at end of internship)

Company/Organization:

Semester of internship:

Start Date:

End Date:

Number of credits:

Hours per week on job (N.B. At least 42 hours on job are required per credit)

Description of position duties and goals (should be detailed, [see example](https://eeb.uconn.edu/wp-content/uploads/sites/1312/2020/07/example-description-of-internship-duties-and-goals.docx)):

Plan for consultation between intern and faculty supervisor (i.e., method and timing of contacts)

Plan for evaluation of intern and field supervisor:

1. **Signatures**

**STUDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_**

**FIELD SUPERVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_**

**FACULTY SUPERVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_**