# CONTRACT FOR EEB 5881 or 5891 (Internship in Ecology)

**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.

The contract provides a brief account of the rights and responsibility of the intern and the field supervisor. Both the intern and supervisor should familiarize themselves with the internship-related resources available at the University’s Center for Career Development (<https://career.uconn.edu/>), and particularly should be aware of the legal considerations in internships (see a section on this topic in the [Employer Guide to Undergraduate and Graduate Internships and Co-ops](https://d3irk3g7luh32r.cloudfront.net/wp-content/uploads/sites/7/2016/11/Off-Campus-Employer-Guide_web.pdf)).

## 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 meet with faculty supervisor and to complete academic requirements on time.

*Field 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.

*Field 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. To communicate with the Intern about the quality of his/her work during the internship.

**1. Intern information**

Name:

NetID:

Phone number for contact during internship:

Email:

Major/Program:

**2. Faculty Internship Supervisor**

Eric Schultz

Department of Ecology and Evolutionary Biology

75 North Eagleville Rd., Unit 3043

Storrs, CT 06269-3043

Phone: 860-486-4692

Email: eric.schultz@uconn.edu

**3. Semester of internship**

1. **Internship site information**

Company/Organization:

Field Supervisor:

Address:

Telephone:

Fax:

Email:

1. **Intern’s commitment**

Number of weeks on job:

Number of hours per week on job:

Number of credits:

*The total time should not be less than 42 hours per credit hour*

Start and end dates:

Description of position/responsibilities:

*This narrative should spell out the general context for the internship (what the organization is trying to accomplish and how the Intern fits into this plan) and then describe one or more duties or activities that the Intern is expected to undertake. For each duty, a goal or accomplishment that will indicate successful completion should be identified.*

1. **Schedule of consultation between Intern and Faculty Supervisor**

*Identify one or more dates during the internship when the progress towards goals can be discussed.*

1. **Assessment by Field Supervisor**

*Field Supervisor will evaluate the Intern in writing (via an email to the Faculty Supervisor ok) once near the midpoint of the internship, and at the end of the internship, indicating whether the intern is making adequate progress towards, or has accomplished, each of the goals.*

1. **Preliminary title for report on internship:**

*The length of the report is scaled to the number of internship credits, 3-5 pages per credit; see rubric below.*

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*Intern name date*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

*Field supervisor date*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

*Faculty supervisor date*

EEB 5891 Internship paper rubric

The paper for EEB 5891 should be a more substantive piece of work than a simple report of activities conducted during the internship. It should include reflection on the purpose of the activities and should reference relevant literature.

The length of the paper should scale to the number of credits. For each credit, there should be three to five pages of double-spaced text (not including the bibliography), that cites three to five sources. Sources should include peer reviewed primary literature but can also include reports and other ‘gray literature’, websites, multimedia. In the cases of the latter, enough information should be provided so that a reader can access the source.

As is the case for all submitted work at the University, plagiarism is unacceptable. Use of written material that is not the student’s own, without attribution, is an automatic failure. Extensive quoting of material may also result in a failing grade, see below.

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| --- | --- | --- |
| **Grading criterion** | **Satisfactory paper** | **Unsatisfactory paper** |
| **Clarity of writing** | The paper reads smoothly, so that the reader can follow the intent of the writer and readily extract information. The reader can easily understand the most important aspects of the source papers, including intent, methods, and conclusions. The overall organization (number, order, and content of paragraphs) is strong, as are paragraph and sentence structure. Within each paragraph, the individual sentences cohere around a unified theme, which is declared by a topic sentence, when appropriate. Sentence structures are direct and clear. There are very few or no errors in grammar, spelling, punctuation, or word use. | The organization of the paper is discernible, but has not been crafted to convey information effectively. This may be because sentences are rewritten in the same order in which they appear in the source, without taking into account how well this approach works in a short summary. The reader cannot understand key aspects of the source papers. Sentences have to be re-read multiple times to discern their meaning. Errors in spelling, grammar, punctuation, and word use are common. |
| **Report on activities** | The paper provides a comprehensive account of the activities conducted during the internship and reflects an appreciation of their purpose. | The paper provides a scant account of the activities conducted during the internship and reflects little appreciation of their purpose. |
| **Choice of sources** | The sources are all relevant to the topic, and most or all are cited substantively in the text | The sources are irrelevant and/or are cited superficially, or are simply quoted, as could be indicative of not having examined them. |