

Animal Science Internships: Learning Agreement Form - AnSc 4096

For more tips on developing an internship learning agreement/contract:

See the "Internship Learning Contract Tips" handout at www.careerhelp.umn.edu/internships.html.

How to Arrange Credit for Your Internship:

1. Discuss your internship ideas with your assigned Animal Science faculty advisor (or you may consider using a different faculty advisor if they agree to serve in that capacity for you). Together, determine the type of internship experience that will be accepted for academic credit. Then, work at obtaining an internship.
2. Once you have obtained the internship, fill out the Learning Agreement Form **on page 2 of this document**.
3. Obtain the signature of your internship site supervisor, sign the form yourself, and return the form for final approval. The Learning Agreement Form must be submitted *before* you begin your internship for credit. Only in rare cases will students receive permission to register for internship credit *after* their internship has begun.
4. To register for the class, obtain a permission number from your internship advisor. You may register for variable credits (1–3) for your internship. The number of credits offered varies by major. You are required to complete a minimum of ~130 hours of work per semester credit (e.g., 133 hours minimum to earn 1 semester credit; 266 hours minimum to earn 2 semester credits; and a minimum of 400 hours in an internship experience to earn 3 semester credits.). You should agree upon the number of credits prior to registering. You should sign up for the course as A-F graded.
5. When you have completed the internship course, paper, and/or presentation as described in your learning agreement (if required), your faculty advisor will enter your grade at the end of the semester.

Quality Standards for Internships:

As you consider internship options, be sure they meet these standards to ensure a positive experience:

1. The vast majority of the tasks you undertake should be professionally relevant.
2. The activities provide the opportunity to learn new things.
3. A friend or family member should not supervise the internship.
4. The internship site is not a place you have previously worked.
5. Ten or more hours a week is ideal in order to get a full experience.
6. You are supervised by someone who knows more about the field than you and can mentor and guide you in learning the tasks outlined in your learning agreement.

How to Maximize Your Internship Experience:

Get involved, get to know people, consider additional opportunities, and do your best at all tasks.

- Join a company committee, task force, or even a social club, like the softball team. You'll get to know more about the organization and its employees, and they'll get to know you better.
- Ask to sit in on or observe different interactions or events that you'd like to know more about, such as a training meeting, vendor or client presentation, sales call, or any other opportunity.
- Volunteer some of your own time to take on a special project or to learn more about the organization or industry. This will help you gain insight for future employment.
- Do SMALL things WELL. You may think it is just a menial photocopying task, but if you do it quickly, correctly and go the extra mile to make sure the materials look professional, your supervisor will notice that you are competent and efficient.
- Above all, be professional and on time while completing activities within your capacity as an intern.

ANIMAL SCIENCE LEARNING AGREEMENT FORM for Credit-Bearing Internships

Submit original form to your internship advisor. Make one copy for yourself and a second for the Department's professional advisor and submit to him/her.

Your Name _____ U of M ID# _____

Email _____ Phone _____

Present Address _____

City _____ State _____ Zip Code _____

Site Supervisor _____ Phone _____

Email _____ Company/Organization _____

Employer's Address _____

City _____ State _____ Zip Code _____

Internship/Faculty Advisor _____ Dept _____

Internship/Faculty Advisor's Email _____ Phone _____

Internship/Faculty Advisor's On-campus Address _____

Credit _____ Registration Semester _____ Major _____

Salary (if applicable) _____ per _____ Work Schedule _____ a.m. to _____ p.m. _____ days/wk

Start Date _____ End Date _____

Initial contact for internship was made through: _____

- Campus Recruiting/Interview Career Services Information (web, staff, etc.)
 Self Faculty Suggestion Relative/Friend Other (indicate source) _____

INTERNSHIP DESCRIPTION / PLAN

This plan is to be cooperatively developed and agreed upon by the student, internship advisor, and employer. It identifies learning activities the student will participate in to the extent that business policy, interest, student progress and time permit. Please summarize the internship description below.

LEARNING OBJECTIVES/PRE-REFLECTION

List specific *professionally-relevant* learning objectives to be achieved by the student upon completion of the internship assignment.

PRESENTATION (if required by your major)

Please describe arrangements you have made to do a presentation about your internship (if required):

FINAL PROJECT/PAPER (if required by your major)

Describe the final project or paper agreed upon by the student and internship advisor (if required):

Due Dates for Remaining Reflections (see syllabus for more details on each)

_____ 2 week reflection
_____ Mid-internship reflection
_____ Post-experience reflection and final paper/project

MEMORANDUM OF AGREEMENT

This memorandum establishes a cooperative relationship between the student, the College of Food, Agricultural and Natural Resource Sciences (CFANS), the Department of Animal Science and the employer, and briefly describes the responsibilities of each participant. The student is expected to observe the same regulations, which apply to other employees to improve skills, knowledge, interpersonal relationships and efficiency. To be eligible for a credit-bearing internship, students should be classified as sophomores, juniors or seniors.

The employer will provide supervision instruction, and make periodic evaluations for the student's progress and advancement. The experiences identified for the student may be altered or adjusted at any time with mutual consent of the internship advisor, the student, and the employer / internship site supervisor. The employer may consider the student as an employee, making the following insurance and compensation benefits available, as applicable:

We, the undersigned, agree to conform with this memorandum of agreement unless all three parties mutually agree to termination. In case of termination, two-week notice will be given to all parties.

Student's Signature/Date

Employer's Signature/Date

Internship Advisor's Signature/Date

Signature/Date Received by Professional Advisor