College of Food, Agricultural and Natural Resource Sciences
Internship Contract

How to Arrange Credit for your Internship

1. Identify a faculty person who is willing to serve as your advisor for the internship. You and this person will work out your Internship Agreement and Plan. The plan is located below.

2. Obtain the signature of your site supervisor, sign the form yourself, and return the form to the faculty advisor. Once your faculty sponsor reviews the form the student should make two copies of the agreement. The original form must go to 190 Coffey and be placed in the student's permanent file, faculty receives a copy, and one for the student.

3. Arrange to register for the internship course within your respective major. Your faculty sponsor should give you a permission number. You may register for variable credits (1-3) for your internship; number of credits offered varies by major. **You are required to complete a minimum of 133 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.**

4. When you have completed the internship course, paper, and/or presentation as described in your learning agreement, your faculty advisor will enter your grade at the end of the semester in which you’re enrolled.

**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 afford 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.

**Maximize your internship experience**

Get involved and get to know more people in the organization. Evaluate additional opportunities and go above and beyond to the best of your ability.

- Join a company committee, task force or even a social club, like the softball team. You will get to know more about the company and they will get to know you better.
- Ask to sit in on or observe different interactions or events that you would 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 learn more about the company, organization or industry to gain better 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.
INTERNETSHIP AGREEMENT AND PLAN
CFANS Student Services, 190 Coffey Hall
1420 Eckles Avenue, St. Paul, MN 55108
FAX: 612-625-8737 WEB: www.cfans.umn.edu

Name_______________________U of M ID#____________________

E-mail_______________________Phone_____________________

Present Address____________________City____________________State______Zip Code_______

Site Supervisor____________________Phone____________________

E-mail_______________________Company/Organization____________________

Employer's Address____________________City____________________State______Zip Code_______

Internship Faculty Advisor____________________Dept____________________Phone____________________

Advisor's E-mail:____________________

Advisor's On-Campus Address____________________

Credit______________________Registration Semester______________________Major____________________

Salary______________________Work Schedule______________________a.m. to______________________p.m.______

days/wk____________________

Start Date____________________End Date____________________Due Date (6mths total)____________________

JOB DESCRIPTION

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

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PRESENTATION

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

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LEARNING OBJECTIVES

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

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FINAL PROJECT/PAPER

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

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MEMORANDUM OF AGREEMENT

This memorandum establishes a cooperative relationship between the student, the College of Food, Agricultural and Natural Resource Sciences 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 an internship, students should be classified as sophomores, juniors or seniors in the College of Food, Agricultural and Natural Resource Sciences. Fees must be paid prior to beginning employment. Credits will be granted upon successful completion of the requirements for the Internship Program.

The College of Food, Agricultural and Natural Resource Sciences will provide overall coordination, evaluation and information for the program through advisor visitations, consultations and reports.

The employer is encouraged to screen and select students for the program and to cooperate with the College and its faculty in establishing an appropriate experience program for each student. The employer will provide supervision instruction and make periodic evaluations for the student's progress and advancement. After the student completes his/her internship, the employer will complete and submit a written evaluation on the College of Food, Agricultural and Natural Resource Sciences Final Evaluation Form. 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. The employer will consider the student as an employee, making the following insurance and compensation benefits available:

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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

Employer's Signature

Internship Advisor's Signature

Date Received by Internship Advisor