

**Department of Biological and Environmental Sciences
Internship Contract – eVersion – Revised November 2007**

Internships can only be added to a student's schedule by the Department Chair and will be done on the last day of Drop/Add for the fall and spring terms. All Internship Contracts are due in Chair's office by 1:00 p.m. of the last day for Drop/Add for the fall and spring terms, or by the last day for registration for a summer term. Internships *will not be added* to a student's schedule after those dates. It is the student's responsibility to ensure that all tuition and fees associated with registration for an internship are paid in a timely manner. Failure to do so can negatively impact your graduation timetable. Internships cannot be registered retroactively; they must be completed during the time specified on the contract (i.e., credit will not be awarded for prior work experience). They must start/end during the published dates for fall/spring/summer terms. Copies of this completed agreement must be distributed by the student to the faculty sponsor, the internship mentor, and the department chair *before the internship begins*. The Internship Summary must be turned in by the last day of classes for the semester, or summer term, in which the internship was completed. Remember that Biology 492 internships require a minimum of 1 hour course registration. Your signature on this contract indicates your understanding and acceptance of these requirements.

A paper copy with your signature is required to be turned into the BES Chair's office (102 Science Center) before you will be registered. Incomplete contracts will be returned to the student and you will not be registered. **Please use a computer to complete this form.**

Student's Name and MyLongwood ID (starts w/L): _____

Telephone Number: _____

Campus Address: _____

E-mail address: _____

Internship to be performed during (indicate year):

Fall semester: _____ Spring semester: _____ Summer: _____ (Indicate Term)

Longwood Faculty Responsible for Assigning Grade: _____

Telephone Number: _____

E-mail address: _____

Internship Mentor: _____

Agency: _____

Address of Agency: _____

E-mail address of mentor: _____

Telephone Number: _____

Internship Course Type (indicate which):

_____ 392 _____ 492 (Goal 15 fulfillment, requires additional fee)

Credit Hours: _____ (1 credit hour is the minimum requirement/up to 4 can be taken for a grade. However, 4 credit internships are not typically approved for anything other than summer work)

Grading (indicate which):

_____ Letter (Max 4 credits) or _____ Pass/Fail (Credit towards graduation/not major)

Internship title: Internship in: _____

Work Schedule (1 credit hour = 40 contact hours/tuition billed by credit hours):

Internship Goals:

The internship experience must be related to the major in a legitimate way. Please provide a paragraph summary (written in consultation with your internship supervisor and BES faculty mentor). Interns are expected to write a two page summary detailing their internship experience and turn that into their Longwood sponsor at the completion of the internship. Internship grades will not be assigned until the summary and the evaluation form from the internship mentor are received. **Please complete using a computer.**

Date of Agreement: _____ Student's Signature: _____

Department Chair's Approval: _____

Longwood Faculty Mentor:

Two-page summary submitted: _____ Yes _____ No

Date _____

Grade _____

TO: Supervisor of student intern

The enclosed evaluation form is provided as a mechanism for you to share with us your assessment of a student's performance while s/he was engaged in a learning/work experience with your company, clinical practice, organization, etc. The evaluation's rubric format is designed to provide you with an efficient means of evaluating student performance. The evaluation you provide will be kept confidential and will be used as input for determining a grade for the student's internship experience. Enclosed you will also find a stamped envelope with the name and address of the faculty member to whom the form should be returned; the faculty member's phone number is provided as well. Thank you for your willingness to provide a "real world" experience for our student, for your time serving as a mentor, and for the time and effort invested in completing this evaluation.

The intern experience you provide is greatly appreciated.

Internship Evaluation Form

**Longwood University
Department of Biological and Environmental Sciences**

Name of intern: _____ Date: _____

Company/Business/Organization: _____

Period covered by this evaluation: From _____ (date to _____ (date)

Person completing this evaluation: _____

Relationship to intern: Supervisor Business Owner Co-worker Other
(check all that apply) relationship _____

Indicator	Indicator Not met (0)	Indicator Partly met (1)	Indicator met (2)	Score
Attendance	Greater than three absences or ≥10% absence	Two or three absences	One absence or less	
Punctuality	Late four or more times or ≥ 10% tardiness	Late a few times	Always on time	
Ability to Perform work	Required constant supervision	Worked well w/ continued supervision	Worked independently after initial instructions	
Professionalism	Lacked appropriate professional behavior	Reminded to use appropriate behavior on several occasions	Treated others w/ respect and professional courtesy	
Other* (Additional indicator)				

(If necessary, additional comments can be placed on the back of this page)

*Please comment on one additional specific aspect of relationship and score from 0 to 2.

Points toward grade (possible 10): _____

The intern's faculty contact will use this evaluation to aid in the assignment of a grade.

When completed, please mail to: _____ (faculty contact),
telephone number _____ Department of Biological and Environmental Sciences, Longwood University, Farmville, VA 23909.

Note: This evaluation is confidential. Upon submission to the intern's faculty contact, it will be securely kept by the Longwood faculty supervisor for one year and then destroyed.