



INTERNSHIP AGREEMENT

STUDENT NAME _____ STUDENT ID _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ CLASS YEAR _____ MAJOR _____

COURSE: **BIOLOGY 492 Internship** 2-3 Units: _____ Section #: _____

Semester: Fall _____ Spring _____ Summer _____ Year: 20 _____

Prerequisites: Junior or Senior Standing, Internship Agreement review and consent of the supervising Biology faculty member and Program Chair. An academic internship course. 3 units maximum.

STATEMENT OF OBJECTIVES: (Brief description of assignments/work to be proposed)

Sponsoring Agency: _____

Agency Address: _____

Supervising Contact Person: _____

Phone No. _____ Email: _____

SUPERVISING FACULTY SIGNATURE

DATE _____

REQUEST APPROVED _____ DENIED _____

REASON _____

PROGRAM CHAIR AUTHORIZATION _____ DATE _____



| |
|----------------------|
| For office use only |
| Job No. _____ |
| Degree Program _____ |

BIOLOGY INTERNSHIP AGREEMENT

Internships are planned training experiences which provide an opportunity for students to put academic learning to work.

This is an academic course for which students will receive 2-3 units of credit toward the Biology Major, depending on the number of weekly hours the student is involved in internship duties. Placement and academic credit is contingent upon obtaining written consent from the supervising faculty member and CSUCI Biology Program Chair.

Employers

Students have basic knowledge and skills which have been learned in an academic setting. This may be the student's first opportunity to practice skills in a professional setting. Employers are expected to take time to initiate the student into the work environment of their individual company or organization. We have confidence that employers will guide and assist student as needed. We trust that employers will utilize the student's services in the spirit of the program and expose the student to as many facets of the operation as possible. It is expected that the employers will notify the supervising faculty member immediately if a problem related to the intern or internship arises.

Students

Students must obtain written consent from the supervising faculty member and CSUCI Biology Program Chair prior to registration and internship placement. Students will be employees. They are to be on time, do work as assigned, ask questions to clarify issues, not expect excessive training, and to perform to the best of their abilities at all times. All Biology student interns are required to attend monthly group internship meetings on campus, to be held at a specified time, arranged by the CSUCI Biology Program.

University Personnel

University personnel will match appropriate students with non-profit organizations, businesses, public or private institutions or corporations that provide internships related to the student's specific area of specialization. In addition to monthly internship meetings to be held on campus, faculty advisors shall meet with their student interns regularly during the semester the internship takes place. Students are required to document their participation in the internship through a written description of their work. A final review by the faculty advisor and the Biology Program Chair, documenting the work completed during the internship period, is required prior to the supervising faculty member assigning the final grade.

Unpaid internships: Students may work 3 hours per credit unit or no more than 9 hours for 3 credit units per week, or a total of 90 - 135 hours maximum per semester, depending on the amount of internship units the student has registered for.

Paid internships: Hours and salary are to be arranged by the student-intern and the employer and approved by the faculty supervisor. Employers are under no obligation to continue to provide employment beyond the time specified for the internship.

Please include a brief statement of what the internship entails and the specific duties expected of the student intern.

We have read the above and we agree to the conditions stated.

Employer _____ Date _____

Student _____ Date _____

CSUCI Supervising Biology Faculty _____ Date _____

CSUCI Biology Program Chair _____ Date _____

CONTRACT NOT VALID WITHOUT ALL REQUIRED SIGNATURES

CSUCI Biology Program, One University Drive Camarillo, CA 93012 Phone: 805-437-8870 Fax: 805-437-8895 E-mail:

biology@csuci.edu