Internship Learning Contract

**Student information**

Name:

Mailing Address:

Phone number:

E-mail address:

**Faculty internship advisor**

Name:

Net id:

E-mail address:

**Internship site**

Host name (business or organization):

Internship supervisor:

Mailing Address:

Phone number:

E-mail address:
CREDITS  Internships can be conducted any time of year, but should fall within Cornell’s general policy of one credit hour for each 45 hours of off-campus work. This means that you can conduct ‘intensive’ internship work outside of the semester (e.g., during breaks), or a few hours each week while enrolled in classes. Your faculty supervisor will work with you to choose the number of credits appropriate for your project. You can take up to three credits of internship work at one time, with a maximum of six total credits while at Cornell.

How many internship credits are you applying for?
- 1 credit
- 2 credits
- 3 credits

What semester and year will the internship credits be taken?

Internship grade option
- for a grade
- S/U
Part one: General information: The following pages contain four questions you will need to answer before starting your internship. Many of these you will answer together with your internship host and faculty supervisor, so schedule an interview as early in the planning process as possible.

What are your roles and responsibilities during your internship? List your duties, projects to be completed, etc.

Describe the supervision to be provided by the internship host. What kind of orientation, instruction, assistance, weekly meetings, consultation, mentorship, etc. will you receive and from whom?
Part two: Learning objectives and learning activities

This internship addresses the following learning objectives for the Plant Science major (please check all that apply): As part of this internship I will:

- describe the cellular and organismal processes of plants and relate those processes to evolution, diversity and ecology
- convey to professional and lay audiences, orally and in writing, information about the breadth of issues in Plant Sciences
- learn basic skills for working with plants in field and laboratory and they will be able to follow and use experimental protocols
- express scientific questions as testable hypotheses based on a synthesis of current understanding and resources
- debate the biological and ethical consequences of future advances in Plant Science - especially in the areas of genetic engineering, biofuels, and climate change
- describe the impact that Plant Sciences have on self, community, and global health and well-being
- demonstrate the capacity and preparation to be a lifelong learner
Formulated Learning objectives: What do you intend to learn (not DO, that is next!) through this experience? In other words what are your goals. Be as specific as possible. Use action verbs like “I will apply…, I will demonstrate…” Be specific in describing what activity you will do to directly meet each learning objective you list.
Activities performed that is evidence of student learning for each learning objective. Be specific in describing what activity you did to directly meet each learning objective you listed. This space is usually filled out after the internship is completed. Possible things to include are projects, research, report writing, and meetings that were a part of your internship. These activities should be worked out with your internship supervisor who is your host in the field. Use complete sentences in an active voice: “performed…, I created…, I produced…, I participated in…”
List here which of these activities named above are specific to the work that you completed in the Fall semester at Cornell, after your internship. (Common forms of documentation include written reports, presentations, journals and blogs to name a few.)
Reflection: What have you discovered about yourself through the internship? Describe how your thinking and opinions may have changed through the internship experience, as well as factors which may have influenced those changes. Were there any challenges, problems, or areas of ambiguity? If so, how did you resolve them, and what did you learn from them?
THE AGREEMENT

A. The student intern agrees to:
   1. Perform to the best of his or her ability and to the satisfaction of the internship supervisor all assigned tasks.
   2. Adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and punctual reporting to the internship site (to be agreed upon with your host and faculty sponsor).
   3. Complete a fall semester activity under the guidance of the Faculty advisor in Plant Science no later than the semester following the completion of your internship.

Student intern’s signature: ________________________________
Date: ______/_____/_____

B. The internship supervisor agrees to:
   1. Work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties, and overall goals described in this contract.
   2. Provide a good learning environment for the student, with a minimum of routine work such as typing and filing.
   3. Communicate periodically with the student about his or her performance, keeping a record of the student’s hours and performance on the job.
   4. Complete an evaluation of the student’s performance. The evaluation will be sent to the Plant Sciences Internship program Director, Dr. Taryn Bauerle before the student can receive any credit (bauerle@cornell.edu).
   5. Complete these tasks during the period beginning ______/_____/______ and ending ______/_____/______.

Internship supervisor’s signature: ________________________________
Date: ______/_____/_____

C. The faculty sponsor agrees to:
   1. Assist student in preparation of a one page proposal describing the justification and activities of the internship, to be submitted to the internship committee in the Plant Science major.
   2. Coordinate the internship and provide support as needed by the student.
   3. Upon request from the student or program coordinator, help to resolve any difficulties that may arise.

Faculty Advisor’s signature: ________________________________
Date: ______/_____/_____

Faculty internship coordinator signature: ________________________________
Date: ______/_____/______