## School of Environmental and Biological Sciences

## Rutgers, The State University of New Jersey

 **Internship Contract (\_\_\_\_credits) UNPAID**

The required minimum contact hours of 45 hours (1 credit), 85 hours (2 credits), 125 hours (3 credits), or 40 additional hours per credit beyond 3 credits.

The Department of Human Ecology at Rutgers, The State University of New Jersey, the School of Environmental and Biological Sciences, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print the name of the internship sponsor)

agree to the following:

**The Department will:**

1. Assume full responsibility for the educational programs, including the planning, implementation, administration and evaluation of this program in accordance with criteria established by the University.
2. Develop and monitor the student intern’s plans and progress through the faculty sponsor.
3. Withdraw any student from the internship if the placement is not pre-approved, or if the student is found to be unacceptable for reasonable cause.
4. Assure appropriate insurance coverage for the student intern. Note: in accordance with the *University Fieldwork Guidelines* that “With respect to insurance coverage, it should be noted that all full-time graduate and undergraduate students registered at the University are covered by a health and accident insurance policy. This policy, which is paid for from student fees, provides 24-hour coverage wherever the student is.”

**The Placement Site (or internship agency, organization or research project leader) will:**

1. Assign an Internship Mentor to supervise the student intern.
2. Formally accept the student intern through this internship contract signed by the Internship mentor, the student and the faculty sponsor.
3. Collaborate with the faculty sponsor in planning and implementing the placement. This includes monitoring and guiding the weekly work of the student intern for the required contact hours.
4. Provide mutually acceptable work assignments and ongoing supervision.
5. Contact the faculty sponsor, in a timely fashion, to discuss and solve any problems with the placement that may emerge.
6. Collaborate with the faculty sponsor in evaluating the student’s performance. This will include a final written evaluation of the student’s performance as part of this process.

This internship is part of the student’s enrollment in the internship course. The student will receive credits for successful completion of the course, but shall receive no salary or hourly compensation for this experience (except that a small stipend for transportation or incidental costs is acceptable).

**The student will:**

1. Keep a time sheet of all hours spent on the internship, to be signed off at least bi-weekly by the Internship (placement site) Mentor, achieving at least the minimum required contact hours.
2. Submit regular logs of activities.
3. Meet the requirements of this contract and of the internship course as agreed upon with the faculty sponsor. The time required for this task is in addition to the required minimum internship contact hours.

**This contract requires the following information/attachments before the contract is valid:**

1. A description of the student’s major activities and learning goals at the internship placement site.
2. A description of any deliverable products due to the Internship Sponsor by the end of the semester in which the student is undertaking the internship.

Changes in the nature of major activities or the deliverable project *must* be submitted for approval to the faculty sponsor in writing no more than one month before the end of the semester.

**Additional Requirements**

**Check the options below that you will complete. The number of options you check should be in accordance with the number of credits you are earning :**

* 1 or 2 credits – One of the following, in consultation with faculty sponsor
* 3 credits – Two of the following, in consultation with faculty sponsor
* 4 or more credits – all of the following

[ ] A 3-4 page paper describing the internship, what work was done, what was learned, what was positive and negative, etc.

[ ] A presentation with visual materials (preferably PowerPoint or the equivalent) on the internship, which may be to a class, a club, or other organization or to the faculty sponsor. A poster at a Rutgers, SEBS or professional conference student poster session is also acceptable.

[ ] A 3-4 page paper documenting and assessing an extensive interview with a superior at the internship and with a professional at another organization in the same line of work. Questions should include but are not limited to how the person got to the position occupied, what the positives and negatives of the job are, advice they would have for a young person who desired a similar career track, and what they hope to accomplish in that position and beyond. It should conclude with reflection on what was learned from the interviews.

[ ] A research paper (minimum 7 pages) on a topic of interest to both the student and the sponsoring organization, and agreed to by the faculty sponsor, which must be included in the contract.

**NOTE**: Students and faculty mentors may develop alternatives to these requirements as appropriate to specific internships.

**Project Description: (or attach)**

**Other Duties: (or attach)**

**Rutgers Student Intern**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Internship (Site Placement) Mentor

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Sponsor**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_

Department of Human Ecology, School of Environmental and Biological Sciences

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_