

**College of Agriculture and Life Sciences
School of Natural Resources and the Environment (SNRE)**

JOINT INTERNSHIP AGREEMENT

Please complete this form and obtain signatures of approval BEFORE asking for a faculty signature on a change-of-schedule form to register for internship units. Return the form to the SNRE Academic Advisor (Ms. Katie Hughes) or Associate Director (Dr. William Matter). This form is for departmental records and will be used to assign you a grade at the end of the semester. The SNRE Academic Advisor can register you for Internship credits or you can enroll yourself by completing a Registration/Change of Schedule Form and submit it to the Office of the Registrar, Administration Building, Room 210.

Course Number (circle one) **RNR** 193 193H 293 293H 393 393H 493 493H 593 693 Other_____

Number of Units _____ [Note: The University and Board of Regents requires a minimum of 45 hours of course work for each unit of credit awarded.]

Semester _____ **Year** _____

Faculty Internship Advisor _____

The University of Arizona, College of Agriculture and Life Sciences, School of Natural Resources and the Environment, agree to co-sponsor of an internship with:

Cooperator Agency or Firm

Represented by

Address

City, State, ZIP

Telephone

herein referred to as the Cooperator, to place the following student:

Name of Student

SID Number

Major

Class

Address

City, State, ZIP

Telephone

in an internship work experience. The internship experience is scheduled to begin _____, 201__ and terminate _____, 201__.

The School of Natural Resources and the Environment enters into this agreement with the understanding that the Cooperator(s) will place interns in work experiences associated with the operation and management of their firm/organization/agency related to the student's field(s) of study at the University of Arizona. Upon completion of the agreement as designated above, the Cooperator will provide the Faculty Internship Advisor with a written evaluation of the intern's performance on the attached Intern Rating Form.

_____ (Student Initials)

Conditions of Agreement

The School of Natural Resources and the Environment and the Intern Cooperator in finalizing this agreement shall make no distinctions or discriminate against any employee or applicant for employment or registration in its course of study or research on the basis of sex, race, color, creed, national origin, age or handicap.

In consideration of the opportunity to participate in this internship program and other good and valuable considerations, the undersigned program participant and Cooperator do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona, the College of Agriculture and Life Sciences, the School of Natural Resources and the Environment and its representatives, appointed boards, commissions, directors, administrators, officers, employees, students, agents and subagents, from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the program participant or Cooperator occurring in the performance of this agreement. Furthermore, the Cooperator will provide the student intern participant with safety procedures and information as is customarily provided for regular employees of the Cooperator's firm/agency/organization.

The School of Natural Resources and the Environment agrees to authorize the award of ___ credit hours at the time of satisfactory completion of this internship agreement and specified requirements.

The student agrees to submit a comprehensive report, as represented in the Intern Report Guidelines, in partial fulfillment of the requirements for academic credit. Modifications to the Guidelines must be in writing and signed by all parties. The report is due to the Internship Advisor's Office no later than _____, 201__.

The Cooperator shall interview the student at the end of the internship. An academic grade (S,P,F,I,W) will be determined jointly by the academic advisor and Internship Coordinator. If the grade of "I" is awarded, the "I" will be carried on the student's record until the report is submitted and graded. An "I" grade will automatically change to a grade of "E" after one year, unless internship requirements are completed.

This agreement can be terminated at any time by mutual consent of the Cooperator, Coordinator, Advisor and the Student.

_____ (Student Initials)

INTERNSHIP JOINT AGREEMENT INFORMED LIABILITY STATEMENT

I understand that the University and its representatives have arranged to establish an internship position with a Cooperator, which complies with academic, placement, and employment regulations, policies, and procedures of the University of Arizona. Further, the School of Natural Resources and the Environment will award the student intern appropriate academic credit upon successful completion of the internship program.

The daily managerial control and working conditions of the internship program are under the sole direction of the Cooperator and its designated agents. Consequently, I understand that the University of Arizona, College of Agriculture and Life Sciences, the School of Natural Resources and the Environment, its deans, directors, administrators, officers, employees, and/or agents do not assume and cannot assume any liabilities, losses or damages to me or others resulting from or connected with acts, judgments, omissions or negligence occurring during my working for and with the direction of the Cooperator or its agents.

In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

_____ (Student Initials)

Internship Report Guidelines

You and your faculty internship advisor determine the required content and format of your Internship Report, but most of the bulleted points below should be included.

- Present a description and history of the cooperating agency/organization (employer). Identify supervisors and executives by names, titles, and responsibilities. [Not to exceed one page]
 - Present a summary of activities associated with a typical day on the job or a log of major activities you participated in over the internship. Highlight the activities of an eventful period while on the job as an intern. [Not to exceed two pages]
 - Summarize new concepts, theories, techniques, and ideas learned during the internship experience. Read several scientific articles or book chapters related to new ideas you encountered, and present an annotated bibliography of these published reports. [No less than three pages]
 - Identify concepts, theories, and principles previously learned in the classroom that were helpful to you in performing your intern duties. [Not to exceed two pages]
 - Summarize your accomplishments working as an intern with the cooperating agency. [Not to exceed two pages]
1. Your total report shall be between 5 and 10 single-spaced typewritten pages. Each of the five sections defined above must be included in your report. Presentation and writing skills will be a significant consideration in determining the report grade.
 2. The report is to be submitted to your Faculty Internship Advisor who will review the report for the above content and evaluate it on the basis of organization, presentation, content, analytical thinking, and writing skills.

3. In cases where the report is submitted after the semester in which the student enrolls for internship credit, an "I" (incomplete) will be awarded at the close of the semester of actual enrollment. The "I" will be changed to a grade when the report is completed. If the report is not completed, the "I" will automatically become an "E" one year after the end of the term in which the "I" was awarded.
4. If a grade of Incomplete is awarded and the original Faculty Internship Advisor becomes unavailable, another Faculty Advisor must be identified who agrees to evaluate the student's work.
5. The enrollment fee for Internship credit is calculated at the same rate as for other credit courses.
6. Students should enroll within the first three weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Students must complete the required minimum of 45 hours of work per credit earned before the last day of the term. The last day to register for Internship credits in Fall and Spring Semesters without incurring a late charge is the same as for all other courses; see <http://www.bursar.arizona.edu/students/fees/census> and http://www.bursar.arizona.edu/students/fees/late_charge.asp.

Estimated hours per week Student will spend on Internship _____

Description of project, including anticipated product and any modifications to guidelines:
 (Description of internship or project plan may be attached)

I have read and understand this document.

SIGNATURES:

Required:

Student **Date**

Faculty Internship Advisor **Date**

Suggested:

Faculty Academic Advisor **Date**

SNRE Director/Assoc. Director **Date**