



Department of Crop and Soil Environmental Sciences Student Internship Policy

Definition of an Internship:

An internship (paid or unpaid) is usually understood to be a temporary position. The intern (student) performs duties under supervision that will add to her/his professional skills. The student is employed in a way that benefits both parties (intern and employer). The department approves applications for internship credit and awards credit to students as appropriate. Ideally, internships benefit students because they receive academic credit for professional improvement and they experience day-to-day work life in a relevant business or organization. Internships can benefit employers by introducing them to candidates for permanent positions and providing temporary employees during busy times.

Responsibilities of Student Interns:

- Indicate to the department *before* the internship begins their intent to pursue an internship during the coming year and get the Program Directors approval if academic credit is to be awarded – *you must register for credits during the term the internship is taking place.*
- Submit [internship application](#) to Program Director
- Satisfactorily fulfill terms of employment as agreed upon with employer
- Submit interim and final reports as required by Department
- Provide feedback to the department regarding outcomes of the internship, including possible areas for improvement

Responsibilities of Employers:

- Terms of internship (and employment if applicable) must follow all applicable local, state, and federal laws
- Conduct a performance evaluation at the end of the internship and monthly (for summer internships) or bimonthly (for semester or longer internships) progress meetings with the intern to provide feedback about performance
- The employer agrees that the department can contact them to verify that the terms of the internship were met

Responsibility of Department:

- Review and approve in advance applications for internship credit
- Require the student to submit interim and final reports, review reports, approve and assign internship credit
- Review with employers the performance of each intern and the overall outcomes of each internship, including the intern's strengths and areas needing improvement. Possible improvements in the internship experience will also be reviewed.