

Upper Iowa University Department of Biology & Chemistry Internship Agreement

Agreement between _____,

(Site Supervisor)

herein referred to as “Site Supervisor”, of

(Internship site)

herein referred to as “Internship Site”, and

(Student’s name)

herein referred to as “Student”, in conjunction with

(UIU Instructor)

herein referred to as “UIU Instructor”, of Upper Iowa University, Fayette, Iowa.

The purpose of this agreement is to make provision for placement of students from Upper Iowa University for internship experience.

1. We are asking for joint supervision between Upper Iowa University and the Internship Site.
2. The supervision of the Student’s progress within his/her educational programs will be the responsibility of the UIU Instructor. This may include an on-site evaluation during the internship.
3. The supervision of the Student’s internship will be the responsibility of the Site Supervisor of the Internship Site. The Site Supervisor will be asked to complete periodic evaluations, an exit interview, and if appropriate, a practice job interview.
4. The internship should incorporate a meaningful level of activities.
5. The Internship Site retains the right to interview the prospective intern and the responsibility to decide whether to accept the intern candidate.
6. It is understood that the Internship Site may terminate the Student for sufficient cause during the placement. Such terminations would follow joint efforts to rectify the circumstances.
7. The Student will be expected to act in a professional and ethical manner.
8. The Student will spend a minimum of 120 hours working on this internship and earning three academic credits, beginning work on or about _____

(dd/mo/yr)

and ending _____.
(dd/mo/yr)

9. Further stipulations by the Internship Site include (if appropriate)

10. The Student may or may not receive financial compensation for their work.

Check here if the Student will **not** be paid _____.

11. The student will submit a weekly journal for this course and complete either a Poster or PowerPoint as a Field Internship Task. Please mark which the student chooses:

_____ Poster _____ PowerPoint Presentation

Approved by:

Internship Site

(Site Supervisor Printed Name/Title) (Date)

(Site Supervisor Signature)

Phone: _____

Email: _____

UIU Student

(Student's Printed Name) (Date)

(Student's Signature)

Phone: _____

Email: _____

UIU Instructor

(UIU Instructor Printed Name/Title) (Date)

(UIU Instructor Signature)

Phone: _____

Email: _____

Upper Iowa University
Department of Biology & Chemistry
Internship Waiver of Liability

I acknowledge that I am participating in an internship for academic credit. I understand and acknowledge that there is a risk that I might sustain physical injury or death in the course of my experience. I hereby waive all claims and release Upper Iowa University, its directors, officers, agents and employees from liability. In addition, I agree to indemnify Upper Iowa University, its directors, officers, agents and employees and hold them harmless from all liability, including actual costs, expenses and attorney fees incurred by them arising from claims, actions or lawsuits brought against them while I am participating in this experience.

Dated this _____ day of _____, 20_____.

Student Signature _____

Internship Site _____

Site Address _____

City _____ State _____ Zip _____

Witness Printed Name _____

Witness Signature _____

***Upper Iowa University Department of Biology & Chemistry
Internship Supervisor's Mid-term Report***

Intern Name _____

Organization _____

This report should be a narrative summary of experiences and impressions of the intern by the supervisor during the first half of the internship. Please comment about the intern's quality of work, dependability, job knowledge, ability to learn, judgment, initiative, cooperation, attitude, punctuality, criticisms, and suggestions for the remainder of the internship.

Submitted by _____
Name typed or printed

Date _____

Supervisor's signature

Position and phone number

Upper Iowa University
Department of Biology & Chemistry
Student Intern's Evaluation of Internship Site

Student's Name _____

Major _____ Date _____

Internship Site _____

Dates Worked: Began _____ Ended _____
(dd/mo/yr) (dd/mo/yr)

I. Internship Site

A. How would you rate your internship experience?

Excellent Good Average Poor

Comments:

B. How would you rate the company/organization in their performance?

Excellent Good Average Poor

Comments:

C. Was your site supervisor prepared with work for you to complete and/or activities for your participation? Yes No

Comments:

- D. What changes would you recommend to make the organization's internship experience more beneficial?
- E. Would you recommend this organization as an internship site to other UIU students? Yes No
Comments:

II. Work

- A. Briefly indicate the types of activities in which you participated.
- B. How would you rate the type of work and/or activities in which you participated?
- Excellent, Extremely Meaningful
 - Appropriate for my level of ability/I learned much
 - Boring, was not challenged
 - Too Difficult
- C. What portion of the internship experience was **most** beneficial to you?
Why?
- D. What portion of the internship experience was **least** beneficial to you?
Why?

- E. Do you feel that you learned practical hands-on knowledge and/or skills that will help you to get a job after graduation? Yes No
Comments:

III. Career and Upper Iowa University

- A. After this internship, are you still interested in your major field of study? Yes No
If No, what are you now interested in?

- B. Did this internship experience help clarify your career goals?
 Yes No
Comments:

- C. Did you feel that you possessed the skill and knowledge to do the work expected of you? Yes No
If No, what should have you known to successfully complete your internship?

- D. Did you receive enough supervision and communication from your internship instructor while completing your internship?
 Yes No
Comments:

Thank you for your feedback.

Remember to add this internship experience to your resume.

Upper Iowa University
Department of Biology & Chemistry
Final Intern Evaluation

Student's Name _____ Evaluation Date _____
Dates of Internship from _____ to _____
Site Supervisor's Name _____
Site Supervisor's Title _____ Telephone _____
Name of Organization _____
Address of Organization _____

The criteria for rating employee performance is based on the following:

- A. Accomplishments
- B. Technical Competence
- C. Decision Making
- D. Planning and Organizing
- E. Communication
- F. Leadership
- G. Quality of Work
- H. Quantity of Work
- I. Attendance Record
- J. People Skills

INSTRUCTIONS

1. Please indicate the intern's performance level for each applicable category by placing an (x) next to the appropriate rating. Ratings are explained below with corresponding grades in parenthesis:

UNSATISFACTORY – Inability to perform job; corrective action needed. (F)

IMPROVEMENT NEEDED – Performance short of desired objectives. (D)

COMPETENT – Sustained, good performance. (C)

VERY COMPETENT – Sustained, high performance. (B)

SUPERIOR – Outstanding performance consistently demonstrated. (A)

2. Briefly comment, in the appropriate area, on the ratings given.
3. After considering the relative importance of each item, determine the overall performance rating.
4. Complete the development portion of the appraisal.

5. Discuss appraisal with employee soliciting the employee's written and verbal comments.

ACCOMPLISHMENTS: Achievements made, e.g., work tasks and goals completed, quality of work performed, and adaptability in working with more than one task or responsibility at a time.

<u>Check One</u>	<u>Comments</u>
<input type="checkbox"/> Unsatisfactory	
<input type="checkbox"/> Improvement Needed	
<input type="checkbox"/> Competent	
<input type="checkbox"/> Very Competent	
<input type="checkbox"/> Superior	

COMPETENCE: Understands job, shows professional skills, knows his/her field, has administrative skills, and responds to unusual circumstances.

<u>Check One</u>	<u>Comments</u>
<input type="checkbox"/> Unsatisfactory	
<input type="checkbox"/> Improvement Needed	
<input type="checkbox"/> Competent	
<input type="checkbox"/> Very Competent	
<input type="checkbox"/> Superior	

DECISION MAKING: analyzes, creates, evaluates, and reasons well; manifests self-discipline and promptness in making decisions.

<u>Check One</u>	<u>Comments</u>
<input type="checkbox"/> Unsatisfactory	
<input type="checkbox"/> Improvement Needed	
<input type="checkbox"/> Competent	
<input type="checkbox"/> Very Competent	
<input type="checkbox"/> Superior	

PLANNING AND ORGANIZING: Plans, works, sets, and meets realistic goals; institutes proper follow-up procedures; functions well under pressure.

<u>Check One</u>	<u>Comments</u>
<input type="checkbox"/> Unsatisfactory	
<input type="checkbox"/> Improvement Needed	
<input type="checkbox"/> Competent	
<input type="checkbox"/> Very Competent	
<input type="checkbox"/> Superior	

COMMUNICATIONS: Writes and speaks clearly and accurately, understands, and keeps supervisor informed.

Check One

Comments

- Unsatisfactory
- Improvement Needed
- Competent
- Very Competent
- Superior

LEADERSHIP: Shows initiative, recommends changes, acts with minimum instructions, executes stated tasks promptly, seeks new responsibility.

Check One

Comments

- Unsatisfactory
- Improvement Needed
- Competent
- Very Competent
- Superior

QUALITY OF WORK: Productivity of work effort is:

Check One

Comments

- Unsatisfactory
- Improvement Needed
- Competent
- Very Competent
- Superior

ABSENTEEISM/TARDINESS RECORD: Attendance record is:

Check One

Comments

- Unsatisfactory
- Improvement Needed
- Competent
- Very Competent
- Superior

PEOPLE SKILLS: Interpersonal relationships, ability and willingness to work with others. Does or does not get along and socialize.

Check One

Comments

- Unsatisfactory
- Improvement Needed
- Competent
- Very Competent
- Superior

PERSONAL DEVELOPMENT

1. What are the student intern's best strengths?

2. What areas of performance need improvement?

3. What are the student intern's specific aspirations?

4. What suggestions might you have to further the student intern's development?

5. Comments by student intern on general evaluation.

Student Intern signature _____ Date _____

Site Supervisor signature _____ Date _____

Return to:

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Fayette, IA 52142-1857