

## Student Responsibilities Checklist

### ***Before Your Internship:***

- Contact the potential cooperator or employer for internship possibilities.
  - Determine if student and cooperator are interested in entering an employee-employer relationship.
  - Develop an outline for the internship which will contribute to the intern's educational development.
    - Agree on the amount of time that will be spent on main activities.
  - Arrive at an agreement on terms of employment with a cooperator (dates of employment, hours worked, wages and benefits).
- Discuss the internship with your academic advisor.
- Complete the Internship Agreement form (DocuSign form found online) and submit it to the internship coordinator. A copy of the ANSC 396 Syllabus will be provided once the agreement has been reviewed by the internship coordinator. *Note that a copy of the ANSC 396 Syllabus may be made available prior to the student's enrollment upon request.*
- Register for appropriate ANSC 396 credits.
  - For summer internships, students should register for ANSC 396 credits for the fall following the internship. For internships completed during the regular school year, students may register for credit in the semester they complete their internship.

### ***During Your Internship:***

- Keep a weekly journal about work completed and skills learned (see ANSC 396 Syllabus for details).
- Keep the internship coordinator informed about the progress on internship objectives and any unresolved issues with the internship or cooperator.
- In case of an emergency, accident, or prolonged illness, report to the cooperator and internship coordinator.
- Notify the cooperator **in advance** when unable to report for work.

### ***After Your Internship:***

- Complete and submit a written report to the internship coordinator (see ANSC 396 Syllabus for details).
- Submit a weekly journal to the internship coordinator (see ANSC 396 Syllabus for details).
- Initiate the Cooperator Evaluation form to be completed by the internship employer/cooperator.
- Perform a public presentation of their work (see ANSC 396 Syllabus for details).