

Below outline the guidelines for an internship within the Department of Animal Sciences.

- 45 hours of “work” is required per credit registered for.

Components of the packet need to be completed by:

Intern/student: YOU- Pages: 2,3,4,5,8 and 12

Site Supervisor/Employer: Must be signed by employer. If there are any questions from the Site Supervisor/Employer have them contact the Internship Coordinator. Pages: 6 and 7

On Campus Supervisor (faculty sponsor): Page 9

Academic Success Coordinator (ASC)/Advisor: Page 10

Internship Coordinator Page 11

All items **MUST** be complete and submitted to the internship coordinator **PRIOR** to a student enrolling in the class OR beginning the internship work.

At the completion of the internship a final report, a self-evaluation, and website post is required. See page 13 and 14 for more details.

Please note that as an intern you are responsible for initiating contact with a site that you feel enhances your educational experience; internship coordinators, advisors and faculty are here to assist with any questions or to offer additional resources.

Internship Coordinators:

(Equine) Tiare Santistevan: tiare.santistevan@colostate.edu 970-491-8504

(Animal) Dr. Noa Roman-Muniz: noa.roman-muniz@colostate.edu

Internship Agreement:

This agreement must be filled out completely, signed, and returned to the Animal or Equine Science Internship Coordinator at Colorado State University before you start your internship for Colorado State University (CSU) to sponsor your internship. This sponsorship includes consideration for Worker's Compensation insurance coverage by CSU for non-paid internships, but internships must be **REQUIRED** for your degree program.

Clear definition of the Host site's expectations and the student's learning objectives will maximize the internship experience for both parties. The student, site supervisor/employer, on campus supervisor, ASC/Advisor, and internship coordinator agree to assume the responsibilities outlined below for the duration of the student's internship placement. **NOTE:** student, site supervisor/employer, on campus supervisor, ASC/Advisor, and internship coordinator signatures are required prior to the start of internships.



Student and Internship Start Information

First Name _____ Last Name _____ Student ID # _____

Phone _____ Cell# _____ Email _____

Address _____

City _____ State _____ Zip Code _____

Major(s) _____ Degree _____ Year in School _____

Emergency Contact _____ Ph _____ Relationship _____

Emergency Contact _____ Ph _____ Relationship _____

List any allergies or special medical conditions you would like the Host Site to be aware of _____

Start date(mm/dd/yyyy) _____ End date(mm/dd/yyyy) _____

Academic semester ___ Fall ___ Spring ___ Summer Course # _____ (AN EQ 487A or AN EQ 487B)

Is this internship for FAVCIP _____ Position Title _____

Internship type: ___ Credit only #credits _____ Unpaid? Yes/No

___ Credit & Paid #credits _____ Pay rate/hour \$ _____ # of hours/week _____

Host Site Information

Organization: _____

Address _____

City _____ State _____ Zip _____

Site Supervisor _____ Position within Organization: _____

Phone _____ Email: _____

Person within Organization who has authority to authorize receipt of internships _____

Phone _____ Email _____



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The learning agreement, objectives and internship considerations shall be completed together between the perspective intern and the site supervisor!

Learning Agreement/Intern Description

The Site Supervisor and student should complete this section together.

Describe the nature of the position and intern's duties. List specific projects or tasks as well as the required skills. Attach a job description if available.

Identify qualifications needed for the position

Identify any required skills and physical requirements



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INTERNSHIP LEARNING OBJECTIVES

1. What are the learning objectives of the internship?
2. How will this experience demonstrate the students' knowledge of coursework concepts?
3. How does this internship contribute to the student ability to enter a career with experience?
4. List 3-8 specific educational, professional, and personal goals that are observable, measurable, and able to be evaluated by the on-campus supervisor and site supervisor. Begin bullet list with words such as "assist with," "learn how to," "expand knowledge of," "understand the process of."

INTERNSHIP CONSIDERATIONS



Provide the following information

1. Location of the activities, e.g. outdoors, laboratories, off-site locations

2. The internship site will or will not provide housing. (*circle one*) If housing is provided please provide the housing arrangement. I.e. shared housing, group housing, etc.

3. When will a supervisor be available? Please identify an emergency back of plan if a supervisor is not directly available all of the time.
 - a. All of the time
 - b. Only for training
 - c. Daily
 - d. Not directly after training but onsite
 - e. Other
 - f. Backup plan

4. Potential hazardous and exposures, if any, and their consequences.
This includes exposure to materials and activities, for example, animal, biological, chemical, physical, or radiological hazards.

5. Identify any safety equipment and training requirements.

6. Outline all training requirements including safety training needed who is responsible for each action item

7. Vaccinations, if any that are required to participate in the outlined internship and person paying.

8. Identify the communication tree to ensure internship site, family and CSU are notified in the event of an emergency. (please include phone numbers including intern coordinator)

HOST SITE/EMPLOYER RESPONSIBILITIES

Verify the position and duties meet the University Internship criteria

- Complete a job description that includes;



- Learning Objects & Goals
- Professions areas the intern will gain exposure to
- Expected skills to learn
- Duties and responsibilities of intern
- Resources, equipment, and facilities provided by the host employer that support the learning objectives/goals
- Special qualifications required for the position
- Special training or considerations required of the position
- Dates on internship
- If a confidentiality agreement is required, stated it in the job description upon posting
- Encourage professionalism by assisting student in developing communication, interpersonal, decision-making, and other skills.
- Provide opportunities for increasing responsibility; keeping student directed toward accomplishing his/her learning objectives.
- Disclose all agreements a student will be asked to sign in the internship description.
** students cannot sign hold-harmless agreements without CSU's General Counsel review*
- Provide an orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties.
- Provide a safe work environment.
- Provide student and CSU staff with information regarding any **Safety Considerations**.
 - Identify the risks of activities the intern maybe involved in and identify the required safety training for any tools, computers, specialized equipment, vehicles, physical activities, hazardous chemicals, biologicals, or radioactive materials, etc. that are part of their activities. Document training and include a signature that the training was received and understood
- Provide adequate safety training and provide all Personal Protection Equipment to the student and have them properly fitted prior to the start of internship.
- Provide CSU with copies of safety and training instructions.
- Maintain open channel of communication with regular meetings.
- Keep internship duties within the scope outlined.
- Complete all training documentations and a final evaluation.



- If the student is paid, understand the responsibility for providing worker’s compensation and liability insurance in accordance with Colorado State Law, and provide said coverage *Colorado Revised Statute 8-40-302(7)(b)*.
 - Comply with federal and state laws prohibiting discrimination based on race, color, sexual orientation, national origin, sex, and/or disability
 - Comply with Federal Labor Standards Act (FLSA)
- Provide proof of Workers’ Compensation Insurance for all paid internships.
- Comply with Federal Laws prohibiting discrimination based on race, color, national origin, sex, disability, and/or military status.
- Any insurance requirements of Colorado State University need to be approved and agreed to by the Office of Risk Management & Insurance prior to placements.
- Notify CSU in a timely manner if any problems arise during the internship placement.
- Complete a final written evaluation of the student's performance.
- Do not have the student sign any waivers hold-harmless agreements or other agreements without CSU’s written consent.
- Add intern under business vehicle insurance if employee is expected to operate business vehicles.
- Stay within the hours outlined in the internship learning agreement.
- Comply with Title IX Laws.

This agreement does not release the host site from any liability action that may be taken against them for negligence of safety or workplace practices.

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I am in agreement and acceptance of my Roles and Responsibilities

Site Supervisor		
	Printed Name	Signature
		Date
Business Owner		
	Printed Name	Signature
		Date



INTERN/STUDENT RESPONSIBILITIES

- Register his/her internship with the internship coordinator of the Animal Sciences Department, register for course# ANEQ 487A (Animal) or ANEQ 487 B (Equine) and submit a completed internship packet for approval prior to the start date of the internship.
 - Visit and assess site prior to starting, if unable ask relevant questions to ensure the location, housing, work requirements and compensation align with scope of expectations
- Review the internship position description to ensure that it meets the criteria for an internship within his/her academic study.
- Implement tasks that fulfill the job description and learning objects.
- Complete all pre intern requirements that are listed in the job description and in the learning agreement.
- Approach internship in a professional manner that is guided by courtesy, a desire to learn, and a willingness to receive feedback for improvement.
- Sign up and complete the required number of hours for the credit's hours outlined in the internship selected.
- Act in a responsible and appropriate manner in accordance with the rules and regulations of the organization.
 - Report any concerns immediately to internship coordinator and/or on campus supervisor
- Complete all assignments outlined in the Internship descriptions and Signed Learning Agreement.
- Observe all safety rules and report any concerns.
- Fulfill tasks and responsibilities assigned by your site/host supervisor and outlined in this Learning Agreement.
- Conduct yourself in an ethical and professional manner, acting as a positive representative of Colorado State University.
- Notify your internship supervisor and/or on campus supervisor immediately if anything about your internship changes.
- Understand that the number of credit hours listed in this agreement will be added to your course schedule and that you will be charged the appropriate tuition for these credits.
- This is a variable credit course and **YOU** are responsible for selecting the appropriate number of credits based on the learning agreement.
- Complete all assignments outlined in this agreement. Including a self-evaluation and a final paper or presentation.
- Secure all vaccinations, insurances, training, and equipment required and outlined in internship description that you agree to provide.

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I agree and accept my Roles and Responsibilities.

Student _____ Date _____



ON CAMPUS SUPERVISOR (OCS) RESPONSIBILITIES:

- Assist the student in formulating concise and clear learning objectives for the internship.
- Review the position description and ensure that it meets learning objectives.
- Determine and discuss how the proposed internship is relevant to the student's educational objectives and merits academic credit.
- Determine academic assignments, monitor student progress, and provide final evaluation.
- Keep in contact with interns throughout the internship in order to appraise progress and address concerns and questions.

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I agree and accept my Roles and Responsibilities.

OCS Signature _____
Printed Name Signature Date



ADVISOR RESPONSIBILITIES:

- Verify the student meets departmental requirements for an internship.
- Assist the student in formulating concise and clear learning objectives for the internship.
- Review the position description and ensure that it meets learning objectives.
- Determine and discuss how the proposed internship is relevant to the student's educational objectives and merits academic credit.

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I agree and accept my Roles and Responsibilities.

Advisor Signature _____

Printed Name

Signature

Date



INTERNSHIP COORDINATOR RESPONSIBILITIES:

- Review the student's eligibility for participating in an academic internship. (GPA, prerequisites, etc.)
- Maintain copy of host site's certificate of insurance, (if required).
- Maintain a copy of safety training given, (if applicable).
- Maintain a copy of all agreements between the parties of this internship.
- Act as primary liaison between the student, the host organization, and the faculty.
- Review the Learning Agreement for completeness and accuracy of information.
- Administer internship evaluation process for all parties.
- Ensure that all Agreements and documents are in place prior to the start of the internship.
- Serve as liaison for any issues that arise during an internship – e.g. workplace conflicts or problems with supervisors or co-workers, injuries, not getting the agreed onsite hours, ensuring the opportunity to fulfill the requirements of the internship – number of work hours, learning goals, etc.
- Conduct site visits with intern student and site supervisor.
- Collect employer's final evaluation.
- Assign grade.

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I agree and accept my Roles and Responsibilities.

Internship Coordinator _____
Printed Name
Signature
Date



Animal/Equine Science Internship

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE COLORADO STATE UNIVERSITY, ITS GOVERNING BOARD, AND THE STATE OF COLORADO FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE UNIVERSITY WHICH MAY ARISE FROM SUCH ACTIVITIES EVEN IF THEY RESULT FROM NEGLIGENCE.

RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK, AND WAIVER

PARTICIPANT'S FULL NAME: _____

DATE OF BIRTH (MO/DAY/YR): _____

ADDRESS: _____

LOCATION OF ACTIVITY(IES): _____

DATE(S) OF ACTIVITY(IES): **START DATE:** _____ **END DATE:** _____

Check one: **CSU STUDENT**

DESCRIPTION OF ACTIVITIES: Animal Science internship with _____ which may include exposure to animals, and animals are unpredictable. It may also expose me to hazardous materials, equipment and situations that could be dangerous.

INSURANCE INFORMATION:

IF STUDENT: I am aware that as a student of Colorado State University, I can purchase accident insurance, either through Colorado State University (*if available*) or through another insurance carrier or agent, and (*check one*) have have not exercised my right to do so.

NAME OF INSURANCE CARRIER: _____ **POLICY NUMBER:** _____

I, the undersigned participant, exercising my own free choice to participate voluntarily in the activities described above, and promising to take due care during such participation, hereby acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, The Board of Governors of the Colorado State University System, and Colorado State University, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage that I may sustain through my participation in normal or unusual acts associated with the above-named activities, regardless of whose fault may be the cause of my injuries or damages, **EVEN IF CAUSED BY CARELESSNESS OR NEGLIGENCE**, so long as the conduct which caused the injuries or damages was not grossly negligent, or willful and wanton.

Further, I hereby indemnify and hold harmless The Board of Governors of the Colorado State University System and Colorado State University, and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, of any person who suffers any injury, disability, death or other harm, to person or property or both, as a result of my participation in and/or presence at the above listed activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release from Responsibility, Assumption of Risk, and Waiver.

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS THIS _____ DAY OF _____, 20_____.

Signature of Participant whose printed name appears above:

Signature (date)

Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness)

Final Report

Purpose of Report

Each student is to submit a final report to his/her Internship Coordinator and On Campus Supervisor. The purpose of this final report is to summarize the internship experience for the Internship Coordinator and for others, including future students interested in a similar internship. Generally, the report is not distributed to the cooperator. New or unique experiences should be emphasized, particularly those concerning the **objectives** of the internship. The report gives the student an opportunity to write his/her reflections on the program and express those things that have the most meaning now that this experience is completed.

Preparation

Many students keep copies of their weekly reports or make a log of the principle experiences during the internship and use these notes to write their final report. Some students begin the writing of their report during the last two or three weeks of the program and try to complete it during the final week of the internship. Such planning will give the student a chance to ask further questions or clarify points that may not be well understood while still in the presence of the cooperator. The major advantage of wrapping up the report while still on the internship is getting it completed before returning to campus. Delayed reports become an added burden. An Incomplete grade is given in cases where the final report and the cooperator and student evaluations are not in the hands of the Internship Coordinator by “finals” week.

Format, Content and Length

The report should include an “introduction,” a “discussion” of the different aspects of the internship and a “conclusion”. The introduction will serve as an opening statement and should include where and with whom the internship was accomplished and the objectives of the learning experience. Acknowledgements to the cooperator should be indicated in the introduction. The major content of the report should relate those items that seem of prime importance to students in terms of what was learned, unique experiences gained, and new methodology observed. This part of the report provides the opportunity to write considerable detail about a facet of the internship experience that was most educational and meaningful. A rehash of the weekly reports should be avoided. The last portion should include the student’s conclusions about the experience and any recommendations that should be passed on for the benefit of the next student and the Internship Coordinator.

Depending on how many credits the student is working toward, the length of the typed report should be between three (3) and twenty (20) pages, double spaced. **Typically, the paper is 2-3 pages per credit.** Pictures, brochures, etc. are encouraged. Care should be given to correct spelling, punctuation, and grammar. Animal Science students may elect to do a presentation instead of a paper. Consult with the internship coordinator for specific directions on these requirements.

If the Internship Coordinator finds the paper to be unsatisfactory, they will return it to the student for corrections. A grade will not be given until these corrections are made.



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Self-Evaluation

Each student is to complete an evaluation of their work. The evaluation will be sent to the student by the Program Coordinator or can be found on Canvas. The evaluation must be completed and then returned to the Program Coordinator by the specified date.

Website/Facebook Post

Each student is required to write a Website/Facebook post for the Animal Science website or Equine Sciences Facebook page. The post should be based on the student's positive experiences during the internship. When writing the post, the student needs to write the name of the business and the type of internship it is (breeding, training, marketing, etc.). A copy of the post including a photo needs to be attached to the final paper.