



ANIMAL SCIENCES  
COLORADO STATE UNIVERSITY



Attached is the internship packet beginning Fall 2016 for ANEQ 487 A or B (Animal or Equine Science). Components of the packet need to be completed by:

Intern

Site Supervisor

Advisor

Internship Coordinator

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 or project is required. The directions can be found at the end of this packet.

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. Roughly 45 hours of “work” is required per credit seeking.

Please contact Tiare (Equine) [tiare.santistevan@colostate.edu](mailto:tiare.santistevan@colostate.edu) or Beka (Animal) [beka.crocket@colostate.edu](mailto:beka.crocket@colostate.edu) with any questions.

### **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 in order 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. Clear definition of the Host site's expectations and the student's learning objectives will maximize the internship experience for both parties

The student, host site, faculty sponsor, and internship advisor agree to assume the responsibilities outlined below for the duration of the student's internship placement. **NOTE:** Employer, Faculty, and internship advisor 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 \_\_\_\_\_  
 Academic course registered in for internship \_\_\_\_\_ Credit hours \_\_\_\_\_ Semester \_\_\_\_\_  
 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 # \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Internship type: \_\_\_ Credit only #credits \_\_\_\_\_ Unpaid? Yes/ no  
 \_\_\_ Credit & Paid #credits \_\_\_\_\_ Pay rate/hour \$ \_\_\_\_\_ # of hours/week  
 Enrollment in ANEQ 487A or ANEQ 487B

### Host Site Information

Organization: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Site Supervisor \_\_\_\_\_ Position within Organization: \_\_\_\_\_  
 Ph \_\_\_\_\_ Email: \_\_\_\_\_  
 Person within Organization who has authority to authorize receipt of internships \_\_\_\_\_  
 Ph \_\_\_\_\_ 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.**

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**Identify qualifications needed for the position**

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**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 faculty sponsor 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
    - i. Back up 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 in order 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.



## HOST SITE RESPONSIBILITIES

Verify the position and duties meet the University Internships 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 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 on the basis of 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 on the basis of race, color, national origin, sex, disability, and/or military status.
- Any insurance requirements of Colorado State University, needs 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 work place 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/Equine 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 credits 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 in regards to 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 am in agreement and acceptance of my Roles and Responsibilities

Student \_\_\_\_\_





**EQUINE SCIENCES ON CAMPUS SUPERVISOR 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 am in agreement and acceptance of my Roles and Responsibilities

On Campus Supervisor Signature \_\_\_\_\_

Date

Printed Name

Signature



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**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 am in agreement and acceptance of my Roles and Responsibilities

Advisor Signature \_\_\_\_\_



**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 am in agreement and acceptance of my Roles and Responsibilities

Internship Coordinator \_\_\_\_\_

Printed Name Signature Date





## Final Report or Presentation

### Purpose of Report or presentation

Each student is to submit a final report or presentation to his/her Internship Coordinator and in Equine Sciences the 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.

In Animal Science if a student chooses to do a presentation they will need to use a presentation platform such as powerpoint or prezi to deliver their presentation. They also work with the internship coordinator to arrange a time to give the presentation.

***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.***