

Colorado State University  
Equine Sciences  
ATTN: Tiare Santistevan  
1679 Campus Delivery  
Fort Collins, CO 80523-1679  
Office: (970)491-8504  
Fax: (970)491-8419  
[tiare.santistevan@colostate.edu](mailto:tiare.santistevan@colostate.edu)



## Overview of the Internship Program

**History:** The internship program was initiated during the spring quarter of 1971 to provide off-campus experiential learning for undergraduate students in the Animal Sciences. Since its inception, more than 2,000 students have participated in the program. Many of these students have been in majors other than Animal and Equine Science. Types of experiences have varied from horse breeding farms to training facilities, veterinary medicine, extension work, agribusiness, marketing, stable management and many others. These experiences have occurred in nearly every state and numerous foreign countries.

**Objectives:** The objective of the program is to give students an opportunity to participate in an off-campus *educational* experience. The experiences helps the student to make more realistic choices of courses after returning to campus, and often challenges the student to evaluate a particular career objective. Also, the Cooperator or the “off campus teacher” has an excellent opportunity to evaluate the employment potential of the student.

**Requirements of the Program:** An Equine Science student is required to complete an internship or a study abroad experience to complete their degree program. A maximum of 6 internship credits can be used toward graduation. Forty-Five (45) hours of internship experience is expected per one (1) academic credit. It is strongly recommended that a student not use the last term of his or her senior year for the experience. Only students with a grade point average of 2.0 or above are eligible to participate. Grading is on a Satisfactory/Unsatisfactory basis.

The student is responsible for making all contacts and arrangements. To finalize the program, a Memorandum of Agreement is developed and signed by the student, the Cooperator, the student’s advisor, the on-campus faculty member and the program coordinator. The student and Cooperator will also complete the “Internship Objectives” form. The internship should be finalized and the paperwork completed by the add/drop period for the term in which the student does the internship.

The student and Cooperator are responsible for arranging transportation to and from the place of employment, for housing and board and protection and insurance coverage (health and accident insurance, workman’s compensation, and liability insurance). A stipend (negotiable) may be paid to the student by the Cooperator.

**Evaluation:** The Program Coordinator has the primary responsibility of evaluating the internship experience. The student is responsible for obtaining their On-Campus Supervisor. This person can be any faculty member in the Department of Animal Sciences. The recommendation of either “S” or “U” by the On-Campus Supervisor is based on weekly reports, Facebook post and a final paper. The recommendation along with all documents is then submitted to the Program Coordinator.

**Cooperator:** Initial Contact with a potential Cooperator may be made by the student or at the suggestion of the advisor or program coordinator. Most Cooperators desire to participate in the program because their deep interest in helping young people with their education in the equine industry. These programs are to be looked upon as educational experiences and not inexpensive labor. The Cooperator becomes an educator primarily by involving the student in meaningful experiences. It is expected the student contributes enough effort to the operation to warrant the time spent by the Cooperator.

(Over ►)

## Medical Insurance

1. If a cooperator, off campus, is paying the intern, the responsibility for medical coverage in the case of an on-the-job injury, would fall on the cooperator through their workers' compensation coverage.
2. If a cooperator, off campus. Is not paying the intern, the responsibility for workers' compensation insurance coverage falls on CSU.
3. If the student is doing an internship on the CSU campus and they are injured during "work hours" and CSU is not paying the student, CSU is NOT responsible for insurance coverage.
4. If the student is doing an internship on the CSU campus and they are being paid, then CSU would be responsible for coverage, in the case of an injury, through workers' compensation.

## Liability Insurance

**Optional Internships** have been denied the protection of both the Governmental Immunity Act. C.R.S. 24-10-101 et seq, and also the State of Colorado self-insurance liability protection under C.R.S. 24-30-1501 et seq. Therefore, if liability insurance is required by the cooperator covering the acts or omissions by you (student), private coverage will have to be obtained at your expense.

**Required internships** have the protection of both the Governmental Immunity Act, C.R.S. 24-10-101 et seq, and the State of Colorado self-insurance, C.R.S. 24-30-1501 et seq, up to the limit of \$600,000. If additional insurance is required by the cooperator covering acts or omissions by you (student), private coverage will have to be obtained at your expense.

**I have read and understand the above information.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_