

ANS 399A: Animal Science Internship Experience Program

Department of Animal Science, Iowa State University

Memorandum of Agreement Form

Student Contact Information:

Student Name: _____

Student E-Mail Address: _____

Student Phone Number: _____

Student Summer Postal Address: _____

(street address)

(City, State, Zip Code)

Academic Advisor: _____

ISU Credits Earned: _____ CUM GPA: _____

Cooperator/Supervisor Contact Information:

Company/Organization Name: _____

Cooperator/Supervisor's Name: _____

Cooperator/Supervisor's Email Address: _____

Cooperator/Supervisor's Phone Number: _____

Cooperator/Supervisor's Postal Address: _____

(street address)

(City, State, Zip Code)

What is the best way to contact your employer/supervisor so they can fill out the Cooperator's Final Evaluation?

_____ Send it to them in the mail and they will return it via the mail.

_____ Send it via e-mail and they will return it as an attached document.

Internship Information

Internship/Position Title:

Internship/Job Description (can attach job description provided by employer):

Anticipated Learning Experiences that will be new and promote professional growth.

Internship Requirements/Details

Duration of Internship:

Start Date: _____

End Date: _____

Salary: \$ _____ per _____

Hours/days of work projected per week: _____

Other compensation and benefits that have been promised:

Circle Proposed Credits (hrs): 2 (~200 hrs) 3 (~300 hrs) 4 (~400 hrs)
 5 (~500 hrs) 6 (~600 hrs)

*No more than 4 credits can be earned during one summer internship and no more than 6 credits can be earned during one semester long internship.

Advisor's Signature: _____ **Date:** _____

*Advisor's signed approval indicates support that this internship represents a new experience that will promote professional growth.

Memorandum of Agreement

The purpose of this memorandum of agreement is to provide a formal agreement between the Department of Animal Science at Iowa State University, the Cooperator/Supervisor and the Student Intern relative to the anticipated activities provided by the internship.

Department of Animal Science at Iowa State University

- Recognizes the valuable professional development that can occur during an internship and agrees to consider the internship experience as a significant part of the requirements for credit in ANS 399A, Animal Science Internship.
- Agrees to respect the employer/employee relationship between the cooperator and the student.

Student Intern

- Agrees to abide by company policies.
- Agrees to conduct themselves in a professional manner at all times during the internship.

- Agrees to seek constructive criticism to improve their professional abilities.

Cooperator/Supervisor

- Agrees to serve as a mentor and provide meaningful feedback to the student intern.
- Agrees to provide a variety of meaningful experiences to the student intern to accomplish the anticipated learning experiences agreed to above.
- Recognizes that the student intern is still learning and may not have the professional judgment of a seasoned employee.

We, the undersigned, agree to conform with this Memorandum of Agreement. In case of termination for convenience, all parties agree to provide two weeks notice.

Student Signature Date

Internship Cooperator/Supervisor Signature Date

ANS Internship Coordinator Signature (Ms. Burgett) Date

***This form must be submitted before starting the internship.**

Return to:

Ms. Christen Burgett
806 Stange Rd
109G Kildee Hall
Ames, IA 50011-1178