# Student Internship Requirements at a Glance

**Keep in Mind:**
- Keeping a journal during your internship can help when writing the “Mid-Way Check-in” and “Final Internship Report”.
- Stay in contact with your Internship Mentor and Internship Coordinator to discuss how your internship is going.
- Be certain all assignments are completed and submitted by the due dates listed below.
- Contact your internship Coordinator if you have any questions or anticipate an issue meeting a deadline.

## Student Intern

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Further Description in Internship Handbook</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAHNRS Internship Agreement</strong></td>
<td>The Internship Agreement is a legal document and a cooperative agreement stating the duties and responsibilities that the Industry Partner/Internship Mentor and WSU, more specifically CAHNRS, are going to provide with respect to the internship experience. The Student Intern should work with the Internship Coordinator to complete and sign the document before sending the CAHNRS Internship Agreement and Student Intern’s Statement of Intent to the Internship Mentor. The Statement of Intent • 1-2 pages explaining your internship (formatting guidelines provided in the Handbook). • See the “Documentation” section of the Internship Handbook for details about what to address in your paper. The signed and completed agreement, including the Student Intern’s Statement of Intent should be returned to the Internship Coordinator by the Industry Mentor.</td>
<td><strong>Prior to the start of semester enrolled in internship course</strong> <strong>Due Date:</strong></td>
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<tr>
<td><strong>Mid-Way Check-In and Mentor Evaluation</strong></td>
<td>Mid-Way Check-In and Mentor Evaluation • 1-2 pages answering the six questions outlined in the “Documentation” section of the Internship Handbook. • The Internship Mentor is also responsible for answering five questions outlined in the “Documentation” section of the Internship Handbook. Both the Student Intern and Internship Mentor should submit their answers to the Internship Coordinator via email.</td>
<td><strong>Halfway between the beginning and end of the internship</strong> <strong>Due Date:</strong></td>
</tr>
<tr>
<td><strong>Final Internship Report</strong></td>
<td>Final Internship Report The Final Internship Report is a 3-4 page summary written by the student. Reference the following pages found in the Internship Handbook for more details: • “Documentation” section of the Handbook • “Grading” section of the Handbook • “Final Report Cover Page” Attachment D (signed and approved by Internship Mentor) • “Final Internship Report Guidelines” Attachment E • “Rubric for Assessing Internship Experience” Attachment F Submit your Final Report, including signed Cover Page, to your Internship Coordinator.</td>
<td><strong>Within 1-2 weeks of completion of the internship</strong> <strong>Due Date:</strong></td>
</tr>
<tr>
<td><strong>Online Evaluations</strong></td>
<td>CAHNRS Student Internship Evaluation Form • <a href="https://wsu.co1.qualtrics.com/SE/?SID=SV_0uBoe6uryhSMxxj">https://wsu.co1.qualtrics.com/SE/?SID=SV_0uBoe6uryhSMxxj</a> Internship Mentor Evaluation of CAHNRS Student • <a href="https://wsu.co1.qualtrics.com/SE/?SID=SV_0HclI9Y5PxBMOj3">https://wsu.co1.qualtrics.com/SE/?SID=SV_0HclI9Y5PxBMOj3</a></td>
<td><strong>Upon completion of the internship</strong> <strong>Due Date:</strong></td>
</tr>
</tbody>
</table>

*If your internship ends after the Summer Session term, refer to the “Documentation” section of the Internship Handbook.*
Attachment C

WSU Contract #

Washington State University
College of Agricultural, Human, and Natural Resource Sciences
Internship Agreement

This Agreement is between ___________________________ (the “Industry Partner”) and Washington State University (“WSU”), by and through its College of Agricultural, Human, and Natural Resource Sciences (“CAHNRS”), regarding an internship (“Internship”) for the following WSU student: ___________________________ (“Student”) who is enrolled in the ___________________________ Program at WSU (“Program”). The parties agree as follows:

1. Purpose: The Program includes a requirement or recommendation for the Student to acquire experience in a professional setting prior to graduating from WSU. The Industry Partner has suitable experiences, supervisors, and facilities available for the educational experience of the Student. It is mutually beneficial to WSU and Industry Partner to have the Student participate as intern/practicum student at the Industry Partner’s site. Therefore, the purpose of this Agreement is to outline the cooperative arrangements, duties and responsibilities for the Internship.

2. Internship Plan: In conjunction with this Agreement and with the CAHNRS Internship Handbook (“Handbook”) (a copy of which has been provided to the Industry Partner, and which is incorporated by this reference), WSU, the Student and the Industry Partner will develop an Internship Plan in the form of or substantially in the form of the sample included as Attachment C-1 to this Agreement, setting forth the specifics of the Internship, including details such as duration of the Internship, Student responsibilities, and Industry Partner responsibilities.

3. Coordination and Communication: WSU and Industry Partner will coordinate and cooperate regarding the Student’s Internship. Each party will designate a liaison for such communications. Unless the parties decide otherwise, the liaison for the Industry Partner is the person who will serve as the Internship Mentor (as described in the Handbook) and the liaison for WSU is the person who will serve as the Internship Coordinator, as described in the Handbook. Those persons are as follows:

Liaison/CAHNRS Internship Coordinator for WSU:
Name: ____________________________________________
Department: ____________________________________________
Address: ____________________________________________
Phone: ____________________________________________
Fax: ____________________________________________
Email: ____________________________________________

Liaison/Internship Mentor for Industry Partner:
Name: ____________________________________________
Department: ____________________________________________
Address: ____________________________________________
Phone: ____________________________________________
Fax: ____________________________________________
Email: ____________________________________________

CAHNRS Internship Template
Agreement AGO and F&A Approved
2/2018
Either party may change the designated liaison or his or her contact information by notice in writing.

4. Orientation and Supervision: The Industry Partner will orient the Student to the policies, rules and schedules of the Industry Partner’s site. The Industry Partner will assign a direct supervisor (who may also be the Internship Mentor) who will be on-site or readily available by phone or other electronic means for consultation, supervision and direction for the Student.

5. Professionalism: The Industry Partner will provide the Student with adequate workspace and resources needed to conduct Internship activities. The Industry Partner will treat Student as a professional.

6. Student Status; Compensation: While engaged in the Internship, the Student shall retain the status of a student working towards the fulfillment of a degree requirement. The Student is not an employee or agent of WSU. The Student shall not displace regular employees of the Industry Partner.

(Choose One)

a. _______ Compensation shall be negotiated between the Student and Industry Partner.

b. _______ The Student is not entitled to any monetary or other remuneration for services performed at the Industry Partner's site.

Responsibility for payment of taxes lies with the Student and Industry Partner, as determined by applicable law.

7. Evaluation: Evaluation of the Student will follow the guidelines set out in the Handbook. Further information, including website links and guidelines, is provided in the "Documentation" section of the Handbook.

8. Removal of Student: The Industry Partner may remove the Student from placement for violating Industry Partner rules and regulations or for such actions as the Industry Partner views as detrimental to its operations. The Industry Partner will consult with WSU before final action is taken.

9. Inspection: Industry Partner will permit, on reasonable notice and request, the inspection of the Industry Partner's facilities by agencies charged with responsibility for accreditation of WSU.

10. Compliance With Laws, Nondiscrimination: Each party will each comply with all state and federal laws applicable to this Agreement, including but not limited to the Family Educational Rights and Privacy Act (FERPA). Each party certifies that it will not discriminate in the performance of this Agreement on the basis of any legally protected characteristic, including but not necessarily limited to race, color, national origin, gender, sexual orientation (to include gender identity), religion, veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability, will not maintain facilities which are segregated on the basis of race, color, religion or national origin, and will comply with the Americans with Disabilities Act of 1990, as amended, regarding programs, services, activities and employment practices.

11. Liability Provisions:

A. Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

B. WSU and its officers, employees, and agents, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Program and
the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against WSU and its employees, officers, and agents in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130. The parties expressly acknowledge and agree that WSU's liability and indemnification obligations hereunder, if any, shall not exceed WSU's coverage limits (as to type and amount) as described in the State of Washington Self-Insurance Liability Program and the Tort Claims Act.

C. The Industry Partner maintains liability coverage for its employees, officers, and agents in the performance of this Agreement, and further provides the means for defense and payment of claims that may arise against the Industry Partner or such individuals.

D. WSU's insurance does not cover Students, nor may WSU require Students to obtain insurance. Students participating in the Internship may, at their discretion or in order to satisfy a requirement of Industry Partner, obtain coverage in the form of an experiential student policy offered through Washington State University or acquired by the Student through another source.

12. Entire Agreement: This Agreement, including documents incorporated by reference, and any Internship Plan to be attached hereto constitute the entire agreement between the parties. The parties may modify this Agreement by a subsequent written agreement executed by the parties.

13. Governing Law: This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington. The provisions of this Agreement shall be construed to conform to those laws.

14. Notices: All notices, requests, or other communications given from one party to the other will be in writing and will be emailed, mailed by first-class mail, or transmitted by hand delivery or facsimile, addressed to the respective party liaison specified above. All notices, requests or communications that are not hand delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile or email transmission.

15. Authorized Signatures: The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

FOR WASHINGTON STATE UNIVERSITY

Recommended by CAHNRS Internship Coordinator:

Signature: __________________________
Printed Name: ______________________
Title: ______________________________
Date: _____________________________

Approved by CAHNRS Delegate:

Signature: __________________________
Printed Name: ______________________
Title: ______________________________
Date: _____________________________

FOR INDUSTRY PARTNER:

Recommended by Internship Mentor:

Signature: __________________________
Printed Name: ______________________
Title: ______________________________
Date: _____________________________

Recommended by Supervisor:

Signature: __________________________
Printed Name: ______________________
Title: ______________________________
Date: _____________________________

CAHNRS Internship Template Agreement
AGO and F&A Approved 2/2018

Page 3 of 6
I. Parties:

STUDENT INTERN

Name: ___________________________ WSU ID: ____________

First Last

Phone: __________________ Email: __________________

Certified Major: __________________ Proposed Graduation Date: __________

Academic Advisor’s Name: __________________

Dates of Internship: __________________ to __________________

Internship Course: __________________ Prefix Number

Number of Credits: __________

Internship Coordinator’s Name: __________________

Phone: __________________ Email: __________________

INDUSTRY PARTNER

Name: __________________

Address: __________________

Phone: __________________ Website: __________________

INTERNSHIP MENTOR

Name: __________________ Title: __________________

First Last

Phone: __________________ Email: __________________
II. **Credit Hours:**
Specify weekly work schedule on-site. (e.g. Mon: 2-5, Wed: 11-3).

As a general rule, Student must work three (3) hours per week per academic credit received for the duration of the semester. Credit hours (at a minimum of 45 internship hours completed per credit hour earned) will be awarded at the end of the term based on successful completion of the Internship (final evaluation score) and all written assignments.

III. **Student Learning Goals:**
Specify in the Statement of Intent the professional and career development goals this Internship will help Student achieve and list them in priority of importance. Include general learning objectives (understanding of industry, etc.) and specific goals (observing techniques, strengthening specific skills, improving communication skills, etc.). Refer to the “Documentation” section of the CAHNRS Internship Handbook.

IV. **Student Responsibilities:**

A. The Student Intern should initiate contact with the Industry Partner to schedule orientation and training for the Internship. Student Intern should schedule regular meetings with the Internship Mentor to become familiar with the day-to-day responsibilities and to discuss the progress in fulfilling the expectations during the Internship.

B. Student Intern should maintain documentation of his/her Internship experiences. For example, keep a journal including descriptions of projects, challenges, appealing tasks, and what was learned about the essential skills that must be acquired to be successful in this field.

C. Complete Mid-Way Check-In
   1. The Student Intern must complete the Mid-Way Check-In at the halfway point of the Internship, and submit the completed paper to his/her Internship Coordinator via email. Guidelines can be found in the CAHNRS Internship Handbook in the “Documentation” section.
   2. The Student Intern should remind the Internship Mentor to complete and submit the Mid-Way Check-In.

D. Completion of Internship Experience
   1. The Final Report is to be submitted to the Internship Coordinator upon the completion of the Internship. Final Report Guidelines can be found in the “Documentation” section of the CAHNRS Internship Handbook. The Internship Mentor must review the report and sign the Final Report Cover Page prior to submittal (Attachment D of the Handbook).
   2. The Student Intern will complete the CAHNRS Student Evaluation form. The Student Intern should remind the Internship Mentor to complete the Evaluation of CAHNRS Student Intern. Links to these evaluations can be found in the CAHNRS Internship Handbook.
   3. Student Interns are encouraged to send the Industry Partner and Internship Mentor a thank you to show their appreciation for the Internship experience.

V. **Internship Mentor Responsibilities**

A. Industry Partner should structure an orientation to the site and training for the specific role to be assumed. Student attendance at on-going staff meetings is desirable, if possible.

B. Specify responsibilities to the Student Intern to be completed during the Internship. A manageable project or focus is most desirable (e.g. assist in the production of a deliverable, assist with a specified process or project, assist with sales and marketing, etc.). These tasks should be negotiated with the Internship Mentor and Student Intern in a clear and concise fashion to avoid uncertainty during the course of the Internship and at the time of the final evaluation. Responsibilities should assist Student in achieving the above-stated learning goals.
and should not be clerical in nature. The Student Intern should meet with the Internship Mentor regularly to become familiar with the day-to-day responsibilities and duties associated with the position and to discuss the progress in fulfilling the expectations during the Internship.

C. Internship Mentor should complete the Mid-Way Check-In at the halfway point of the Internship to document progress, make comments, or identify concerns. Email this information to the Internship Coordinator (Refer to the "Documentation" section of the Handbook).

D. Completion of Internship Experience

1. Student Intern will complete a Final Report documenting the Internship experience. The Internship Mentor must review the report and sign the Final Report Cover Page prior to submittal to the Internship Coordinator (Attachment D of the Handbook).
2. The Internship Mentor will complete the Evaluation of CAHNRS Student Intern. A link to this form can be found in the Handbook.

VI. Signatures:
Please make sure all of the following persons sign the original document

<table>
<thead>
<tr>
<th>Student Intern’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Internship Coordinator’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Internship Mentor’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

STUDENT INTERN: Submit this Internship Agreement and Internship Plan along with the Statement of Intent to the Internship Coordinator prior to beginning the Internship experience.

INTERNSHIP COORDINATOR: Send completed Internship Agreement, Internship Plan, and the Statement of Intent to the Internship Mentor for completion and signature on behalf of the Industry Partner.

INTERNSHIP MENTOR: Upon completion please return to the Internship Coordinator.
Attachment D
Final Report Cover Page

STUDENT INTERN INFORMATION

Name: ___________________________________________  WSU ID: __________________
          First                                      Last
Certified Major: ___________________________________  Proposed Graduation Date: ________
Internship Course: _________________________________  Number of Credits: ________
          Prefix                                      Number
Dates of Internship: _____________________________ to __________________________
Job Title: ______________________________________

Activity Description (Please describe activities/responsibilities of your position in 3-5 sentences):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

INTERNSHIP MENTOR INFORMATION

Name: ___________________________________________  Title: __________________
          First                                      Last
Name of Organization: ________________________________________________
Address: ____________________________________________________________
Phone: ___________________________  Email: _____________________________

As the Internship Mentor for the above named Student Intern, I am signing below to acknowledge that I
have read the student’s Final Internship Report.

__________________________________________________________________________________
Internship Mentor’s Signature                                      Date

Print this completed form and attach it to your Final Report for your Internship Mentor to review. After your
Internship Mentor signs to acknowledge he/she has read and approved the report, submit your report to your
Internship Coordinator.