



Department of Microbiology and Molecular Genetics

INTERNSHIP GUIDELINES: MMG 295B/296B

Questions & registering, please contact Brenda Tessmann (Brenda.Tessmann@uvm.edu)

STUDENT RESPONSIBILITIES

EXPLORING THE POSSIBILITIES

Identify a desirable experience

Choose an appropriate faculty sponsor and share proposal (field of expertise close to proposed internship)

Discuss proposal with potential employer to determine feasibility; determine employer's expectations regarding the internship

WRITING UP THE CONTRACT

Outline learning objectives of internship and activities that will meet them

Share proposed contract with faculty sponsor and then with employer

Define with faculty sponsor and with employer how internship will be evaluated

Determine with faculty sponsor and with employer meeting dates to discuss progress

Discuss with faculty sponsor credit hours to be assigned internship, based on a guideline of 3 to 4 hour of learning per week per credit (3 credits equals 10-12 hours of work per week)

MAINTENANCE REQUIRED DURING THE SEMESTER

Communicate at least twice a month with faculty sponsor (office visit, phone, letter or on-site visit) regarding internship activities and other issues

Solicit feedback from employer weekly so that errors in skill development and judgment can be remedied if necessary

Meet with the employer at midterm for an evaluation to date

Maintain daily journal, recording significant events; entries may be brief on those days when no new experiences/activities are going on

WRAPPING UP THE INTERNSHIP EXPERIENCE

Set up final meeting with employer to assess your work performance; this may/may not include the faculty sponsor

Request the employer to write up and send to faculty sponsor an evaluation addressing your strong/weak points, development of skills, progress and improvement, goals achieved and suggested grade

Set up final meeting with faculty sponsor to discuss goals outlined in original contract; this final review should provide you with an opportunity to honestly assess the learning that has been achieved

EMPLOYER'S RESPONSIBILITIES

Discuss with the student intern the nature and feasibility of the proposed internship

Provide meaningful career-related experience in a professional working environment that complies with health and safety regulations

Provide professional supervision to guide intern with on-the-job responsibilities; be available at least once weekly during the internship to provide intern with feedback regarding his/her progress

Assess intern's performance at mid-term and at final meeting

Submit final evaluation of the intern and the experience to the faculty sponsor at the end of the experience; this should address the intern's strong/weak points, development of skills, progress and improvement that did/did not occur, goals achieved and suggested grade

FACULTY RESPONSIBILITIES

EXPLORATION PHASE

Assist intern in identifying solid, reasonable objectives and activities for the learning contract

Require intern to clearly define nature of the internship experience

ASSIGNING CREDIT VALUE TO AN INTERNSHIP EXPERIENCE

Evaluate the number of hours intern will spend on the experience

Discuss the number of credit hours to be attempted

Thoroughly discuss the criteria to be used in the final evaluation

Clarify how the grade will be determined

MAINTENANCE REQUIRED DURING THE SEMESTER

Maintain contact with intern during the experience; communicate at least twice each month

On-site visits are encouraged when possible but written or phone communication may be necessary

Set up time for both mid-term review and for final review with the intern in person, by phone, or by mail; the final review should be in person

Act as a resource for the intern during the experience, providing flexibility when necessary if modifications to the learning contract are required

FINAL PHASE

Summarize with the intern the learning experience and original goals of the internship

Evaluate written assessments of the experience submitted by the intern and the employer

Discuss letter grade assigned by employer with intern and submit to appropriate office