

**Internship Program**  
**School of Food Science**  
**Guidelines for Conducting the Program**

1. General Information

- A. Eligibility - Students who have completed 57 or more credits are eligible to participate in the internship program.
- B. Length of assignment - Regular summer session or maximum of twelve weeks during fall or spring semester.
- C. Percentage of time on the job -Normally full-time during the designated internship.
- D. Wages - Wages are to be negotiated between student and employer.
- E. Credits and grading - Maximum of one credit may be earned in FS 389 for each three-week period worked (full-time basis) up to a maximum of 4 credits.
- F. This agreement may be terminated for sufficient reasons by the employer, the student or the coordinator with two weeks written notice.

2. Student Responsibility

- A. Initial student contact - Students should discuss their intent with their departmental advisor and the internship coordinator at least one semester prior to participation in the internship program. Forms may be obtained from the departmental office.
- B. Consideration of employment opportunities - Students may obtain information concerning potential employers from their advisor or internship coordinator. The advisors should be consulted in preliminary selection of potential employers.
- C. Determination of specific objectives - Students and advisor will determine specific objectives of the internship assignment prior to employment.
- D. Participation - Students will register for FS 389, pay necessary fees and participate in the internship program during the designated period. Weekly summaries and a final report will be required from each participant. Reports will conform to departmental guidelines.

3. Employer Responsibility

- A. Provide educational experience - Expose the student to a variety of educational experiences and practical problems during the work period, allowing students to gain insight into specific skills required for the job area.
- B. Assignment of supervisor - The employer will assign a supervisor to the student to provide consultation and guidance. The supervisor will evaluate the student's progress, report problems and confer with the SFS internship coordinator during the tenure of the internship program.
- C. Insurance and workman's compensation - Insurance coverage is solely the responsibility of the student and employer.

#### 4. Department Responsibility

- A. The department will assist the student in identifying internship opportunities, however the responsibility for finding an internship rests with the student.
- C. The advisor and/or internship coordinator will maintain communications with the student and employer during the internship period. Evaluation of progress will be based on employer/supervisor reports and student reports.
- D. Advisor and/or internship coordinator will consult with employer/supervisor and student in making necessary changes in the internship program as problems arise.
- E. Provide overall coordination and evaluation of the internship program.