

**Internship/Research Contract**  
Longwood University  
Department of Biological and Environmental Sciences  
revised February 2012

**Use a computer to complete this form.**  
**Complete a separate form for each internship/research conducted.**

**Course Prefix/Discipline** (e.g., BIOL, EASC, GEOG):

**Course Number**

- 492 Internship (fulfills Goal15, requires additional fee)
- 494 Advanced Internship (taken after Goal 15 has been fulfilled)
- 496 Research (fulfills Goal 15, requires additional fee)
- 497 Advanced Research (taken after Goal 15 has been fulfilled)
- 498 Honors Research (fulfills Goal 15, need approval of Senior Honors Research Committee)

**Year:**

**Semester**

Fall

Spring

Summer/Winter

If Summer/Winter, enter begin and end dates of term:

**Student Conducting Internship/Research**

Name:

myLongwood ID (L#):

Telephone Number:

E-mail Address:

Campus Address:

**Longwood Faculty Member** (person who will assign letter grade upon completion)

Name:

Telephone Number:

E-mail Address:

**Internship/Research Supervisor** (person who will oversee the internship/research)

Name:

Telephone Number:

E-mail Address:

Agency/Business/Institution Name:

Agency/Business/Institution Address:

**Credit hours already completed as internship** (e.g.: BIOL 292, 392, 492, 494):

**Credit hours already completed as research** (e.g.: BIOL 496, 497):

**Are you registering for any other internship/research credits at this time?**

No

Yes

If yes, how many credits?:

**How many internship/research credits are you registering for?:**

**How will you be graded?**

Letter Grade (max 4 credits)

Pass/Fail (credit towards graduation, but not towards your major or minor)

A maximum of **four** internship/research credits can be taken for a letter grade. This 4-credit maximum applies to the combined total for **all** internship and research registrations. Additional credits beyond this 4-credit maximum **must** be graded as Pass/Fail and count only as general elective credits.

**Internship/Research Title:**

**Abbreviated Internship/Research Title:**

The abbreviated title will appear on your academic transcript. Maximum 30 characters, including spaces.

**Work Schedule:**

Note that 1 credit hour = 40 contact hours minimum. Tuition is billed by credit hours.

**Internship/Research Goals**

The internship/research experience must be related to the major in a legitimate way. Below, please provide a **one paragraph summary** of the goals of this experience, written in consultation with your internship/research supervisor.

## Registration Information

Internship/research credits can only be added to a student's schedule by the Department Chair's authorization to the Registrar's Office (signatures required below).

- For Fall and Spring semesters, this contract must be turned in to the Chair's office before 1pm on the last day of open Add/Drop.
- For Summer and Winter terms, this contract must be turned in to the Chair's office before registration ends for those terms.

Internship/research credit **cannot** be added to a student's schedule after the above dates. It is the student's responsibility to ensure that all tuition and fees associated with registration for an internship/research are paid in a timely manner. Failure to do so can negatively impact your graduation timetable. Internships/Research cannot be registered for retroactively; the experience must be completed during the time specified on the contract (*i.e.*: credit cannot be awarded for prior work experience). The internship/research must start and end during the published dates for the chosen semester/term. The Internship/Research Summary must be turned in by the last day of classes for the semester/term in which the work was completed; for research registrations, other appropriate summary documentation may be substituted for the summary, if approved by the faculty member. BIOL 492 and 496 require a minimum of 1 credit for General Education Goal 15. This 1 credit and any additional credits (up to 4 total for all internship/research registrations) also counts as biology elective credit for the biology major or minor. Interns are expected to write a two-page summary detailing their experience and turn that in to their Longwood faculty member at the completion of the internship. **A letter grade will not be assigned until the summary and the evaluation form from the internship supervisor are received.** Your signature on this contract indicates their understanding and acceptance of these requirements.

A paper copy with your signature must be turned in to your Longwood faculty member, who must then sign and forward the form to the Department Chair before you will be registered. Incomplete contracts will be returned to the student and you will not be registered.

## Approvals

**Student Signature:** Kasey McCusker **Date:** \_\_\_\_\_

Student: Your signature indicates your understanding/acceptance of the requirements of this contract.

**Longwood Faculty Member Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Longwood Faculty Member: Review the information in this contract to verify that the course number and grading type are appropriate. Check the student's data on myLongwood to verify previous internship/research registration. Verify that the student has no holds that would prevent registration.

**Department Chair Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To be completed by the Longwood faculty member after the internship/research

Two-page summary received from student?: Yes \_\_\_\_\_ No \_\_\_\_\_

Evaluation received from supervisor?: Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

Letter Grade: \_\_\_\_\_

## Evaluation Rubric

The following evaluation rubric will be used to evaluate students who register for internship or research. For internships that are external to Longwood, an evaluation form will be sent to the internship supervisor by the Longwood faculty member. For internships and research performed at Longwood, the internship/research advisor will complete the evaluation form.

This rubric is provided only for the student to understand the criteria upon which he/she will be evaluated. **This is not the official form** and students are not responsible for providing this form to their supervisors. The Longwood faculty member should provide the official form to the internship/research supervisor to allow its completion by the end of the semester/term. The supervisor should complete the evaluation return it directly to the Longwood faculty member. **Under no circumstances should the student be the courier for the return of the completed evaluation.**

Qualities	Unsatisfactory score = 0	Adequate score = 1	Satisfactory score = 2	Score
<b>Attendance</b>	>3 absences or ≥10% absence	2 or 3 absences	1 absence or less	
<b>Punctuality</b>	late 4 or more times	late a few times	always on time	
<b>Ability</b>	required constant supervision	worked well with constant supervision	worked independently after initial instruction	
<b>Professionalism</b>	lacked appropriate professional behavior	reminded to use appropriate behavior on several occasions	treated others with professional courtesy	
<b>Other Quality</b> please indicate:				

**Total points towards letter grade** (possible 10): \_\_\_\_\_

If you would like, please write additional comments on the back of this page.