

Animal & Veterinary Sciences Internship Learning Contract

Student Name

Semester/Term

Provider

Name:

Address:

City State zip:

Supervisor

Name:

Phone:

E-mail:

Goal(s)

- 1.
- 2.
- 3.
- 4.
- 5.

INTERN Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.

SUPERVISOR Responsibilities:

The purpose of an internship is to help a student decide on a career path. It is the responsibility of the provider to not only teach the student new skills and/or expose the student to new experiences, but also to have a frank conversation with the student about the pros and cons of owning/managing this type of business or organization. Supervisors should provide the intern with routine feedback on performance.

If this is a paid internship, the internship site will comply with all applicable employment laws, including but not limited to those relating to Occupational Health & Safety (OSHA), payroll withholding, and unemployment compensation.

Dates:

_____ to _____

Hours:

_____ hours/week

Credit:

_____ credits. ASCI 095 – Internship

_____ credits. ASCI 195 – Internship

_____ credits. ASCI 295 – Internship

Grading:

Satisfactory/**U**nsatisfactory (no letter grade), based on submission of the following:

All materials can be handed in electronically *except* for the photos, which need to be submitted on a thumb drive or sent via UVM’s File Transfer Service. **It is the responsibility of the student to be aware of all deadlines and insure that all requirements have been fulfilled. We will not be contacting you.**

Late assignments will result in an Unsatisfactory grade.

	Academic Requirement	Date Due
	Progress report (min 200 words, via email), describing the progress made toward achieving the internship goals. (1/2 way point)	
	2nd progress report , further describing the progress made toward achieving the internship goals. *only needed if longer than a semester.	
	Mid-semester performance evaluation Supervisor will let us know how things are going. (1/2 way point)	
	Supervisor Evaluation of Intern by the internship supervisor indicating work performance. https://www.uvm.edu/cals/asci/internships	
	Student Evaluation of Internship (intern fills this out) https://www.uvm.edu/cals/asci/internships)	
	Journal The journal will contain informal entries of variable length pertaining to significant activities and learning throughout the internship. The journal should be in word format and will have <i>a minimum of 250 words/week; dated entries.</i>	

	Self-Reflection paper (1-3 pages, single-spaced) A summary of how the internship helped you grow and how it affected your career trajectory. For example, what skills do you now have that you didn't have prior to starting this internship? Has this internship helped you decide what you want to do (or not do) when you leave UVM? What classes at UVM helped prepare you for this internship experience? If applicable, discuss some of the pros and cons about owning/managing this type of business or organization (from your conversation with your supervisor).	
	Poster – Submit electronically, as a Powerpoint file (not a pdf or jpg): 11x17 size, vertical orientation <ul style="list-style-type: none"> • Describe the business/organization • Contact information • List or write a brief summary of what your responsibilities were • What types of things you go exposed to • 2-3 photos • Your favorite part of the experience 	
	Photos 5-6, preferably, with captions. <i>You should be in at least 50% of the photos.</i> Please insert them as slides in your powerpoint with your poster.	
	Case studies Submission of 3 case studies of animals brought to the veterinary clinic. Each case study should include the following sections: history, signalment, physical exam, differential diagnosis, diagnostics performed, treatment plan. Each case study should be 1-2 pages.	
	Oral presentation A 10 minute Powerpoint presentation of your internship experience. We will contact you once the semester begins to set up a time for your presentation. NOTE: If we can't fit your presentation into the same or following semester you will receive a grade of "SP" on your transcript until the presentation is done. Once you complete your presentation the SP will be changed to an S.	
	Semester-long project Topic to be determined by internship host supervisor and intern. A 1-page project description and timeline must be approved by the ASCI Internship Coordinator. Supervisor and intern should meet bi-weekly to discuss progress. Specific requirements to be submitted for credit will depend on the project and will be determined once the description has been submitted.	

PERMISSION TO USE SUMMITTED PHOTOS/COMMENTS (This is voluntary and in no way reflects your internship grade so you don't have to fill this out if you don't want to.)

I, _____, hereby consent to and authorize the use and reproduction by the UVM Department of Animal & Veterinary Sciences or anyone authorized by the UVM Department of Animal & Veterinary Sciences, of any and all of my submitted photos and comments to advertise this internship experience to encourage current and prospective students to do internships as part of their undergraduate education at UVM, without compensation to me.

Intern Signature

Date

INTERNSHIP BEST PRACTICES

Your internship provides an opportunity for you to learn from and contribute to work being done at your internship site. Internship experiences may vary in terms of the focus, workload and requirements, but attending to a set of best practices should be consistent.

Please read these best practices and indicate your understanding of them by signing at the bottom of this Learning Contract.

1. Maintain professional behavior at all times. This means arriving and leaving at agreed upon time, wearing professionally appropriate clothing and footwear and utilizing time at your internship site well. You are representing yourself as well as UVM.
2. Communicate respectfully and effectively with everyone at your internship site including your supervisor and co-workers. If communication challenges arise, connect with your supervisor, or with the ASCI Internship Coordinator.
3. Take the work of your internship seriously. Through your internship you will gain valuable experience and skills while working with professionals in your field. These professionals can also be resources for you in many ways including possibly serving as references and providing broad assistance with your job search.
4. Don't be afraid to ask questions of your internship site supervisor if expectations are unclear.
5. If any challenges or concerns arise in your internship, contact the ASCI Internship Coordinator.
6. Learn and contribute as much as you can during your internship experience.

I, _____, agree to abide by the Code of Student Rights & Responsibilities (www.uvm.edu/policies/student/studentcode.pdf) and Internship Best Practices identified above.

Intern signature

Date

Other Required Signatures:

I have read and agree to the terms and requirements of the Internship Learning Contract described above.

Supervisor _____ Date: _____
(Check here if you would like to receive a signed copy of this contract)

ASCI Internship Coordinator _____ Date: _____

Submit one copy of the signed agreement to:

Lee Andors
Department of Animal Science
102 Terrill Bldg.
University of Vermont
Burlington VT 05405
Fax: 802-656-2070

The Intern and the Internship Provider should each retain a copy of this agreement for their files

