ANS 399A: Animal Science Internship Experience Program

Department of Animal Science, Iowa State University

Memorandum of Agreement Form

Student Contact Information:

Student Name:				
Student E-Mail Address:				
Student Phone Number:				
tudent Summer Postal Address:				
	(City, State, Zip Code)			
Academic Advisor:				
Current ISU Credits Earned:	CUM GPA:			
Is this internship being used to complete an ANS certificate? Please circle which one:				
N/A BEEF DAIRY EQUINE	POULTRY SWINE			
Cooperator/Supervisor Contact Information:				
Company/Organization Name:				
Cooperator/Supervisor's Name:				
Cooperator/Supervisor's Work Email:				
Cooperator/Supervisor's Work Phone Number:				
Cooperator/Supervisor's Postal Work Address:	(street address)			
What is the best way to contact your employer/supe Cooperator's Final Evaluation?	(City, State, Zip Code) ervisor so they can fill out the			

_____ Send it to them in the mail and they will return it via the mail.

_____ Send it via e-mail and they will return it as an attached document.

Internship Information

Internship/Position Title:

Internship/Job Description (can attach job description provided by employer):

Anticipated Learning Experiences that will be new and promote professional growth.

Internship Requirements/Details

Duration of Internship:			
Start Date:			
End Date:			
Salary: \$ per _			
Hours/days of work projected pe	er week:		
Other compensation and benefits t	hat have been pron	nised:	
Circle Proposed Credits (hrs):	2 (~200 hrs)	3 (~300 hrs)	4 (~400 hrs)
	5 (~500 h	rs) 6 (~600) hrs)
*No more than 4 credits can be ear credits can be earned during one se			o and no more than 6
Academic Advisor's Signature:			Date:
*Advisor's signed approval indica experience that will promote profe	tes support that this	s internship rep	resents a new

Memorandum of Agreement

The purpose of this memorandum of agreement is to provide a formal agreement between the Department of Animal Science at Iowa State University, the Cooperator/Supervisor and the Student Intern relative to the anticipated activities provided by the internship.

Department of Animal Science at Iowa State University

- Recognizes the valuable professional development that can occur during an internship and agrees to consider the internship experience as a significant part of the requirements for credit in ANS 399A, Animal Science Internship.
- Agrees to respect the employer/employee relationship between the cooperator and the student.

Student Intern

- Agrees to abide by company policies.
- Agrees to conduct themselves in a professional manner at all times during the internship.
- Agrees to seek constructive criticism to improve their professional abilities.

Cooperator/Supervisor

- Agrees to serve as a mentor and provide meaningful feedback to the student intern.
- Agrees to provide a variety of meaningful experiences to the student intern to accomplish the anticipated learning experiences agreed to above.
- Recognizes that the student intern is still learning and may not have the professional judgment of a seasoned employee.

We, the undersigned, agree to conform with this Memorandum of Agreement. In case of termination for convenience, all parties agree to provide two weeks notice.

Student Signature	Date
Internship Cooperator/Supervisor Signature	Date
ANS Internship Coordinator Signature (Ms. Burgett)	Date

*This form must be submitted <u>BEFORE</u> starting the internship.

Forms can be returned to Ms. Burgett either via a hardcopy or electronically:

A hardcopy can be dropped off at: Ms. Christen Burgett 806 Stange Rd 109G Kildee Hall Ames, IA 50011-1178 *Feel free to leave forms in the black bin that is on my office door.

An electronic/scanned copy can be sent to: cgjacks@iastate.edu