**Department of Biological and Environmental Sciences**

**Internship/Research Course Contract**

**Revised March 2022**

**INSTRUCTIONS:**

* Section I must be completed by the faculty sponsor.
* Sections II and III should be completed by the student in consultation with the faculty sponsor.
* Signatures by the student and faculty sponsor in Section IV acknowledge the terms of internship and research course registrations.
* Section V summarizes student performance evaluation for the internship or research course.

**SECTION I: SUMMARY OF REGISTRATION INFORMATION**

**Semester: Fall Semester**

For Summer or Winter, Indicate Term Beginning and End Dates: Click here to enter text.

**Course Prefix/Discipline (select one): BIOL**

**Course Number:**

**Title:**Click here to enter text.

**Student Name:** Click here to enter text.

**Student L-Number:**Click here to enter text.

**Student E-mail address:** Click here to enter text.

**Credits: 0**

**Grading\*:** Letter (Maximum of 5 credits)

**Faculty Sponsor:** Click here to enter text.

**\*Note:** A maximum of five (5) internship + research credit hours can be taken for a grade. This 5-credit maximum applies to the combined total for all internship and research registrations. Additional credits beyond this 5-credit maximum MUST be graded as Pass/Fail and count only as general elective credits.

**SECTION II: DETAILED COURSE INFORMATION**

Internship/Research title: Click here to enter text.

Work Schedule (1 credit hour = minimum of 40 contact hours; tuition billed by credit hours):

Click here to enter text.

**Student Registration History:**

Credit hours already completed for internships (292, 392, 492, and 494): 0

Credit hours already completed for research (496 and 497): 0

Are you registering for any other internship and/or research credits for the same semester or summer session as the internship requested on this form? No

If yes, how many credit hours of other internship/research this semester/session?: 0

Credit hours requested for the internship/research described on this form: 0

**Faculty and Sponsor Information:**

Longwood Faculty Member Responsible for Assigning Grade: Click here to enter text.

Telephone Number: Click here to enter text.

E-mail address: Click here to enter text.

Internship/Research Sponsor: Click here to enter text.

Agency: Click here to enter text.

Address of Agency: Click here to enter text.

E-mail address of mentor: Click here to enter text.

Telephone Number: Click here to enter text.

**SECTION III: INTERNSHIP OR RESEARCH COURSE GOALS**

The internship/research experience must be related to the major or minor in a legitimate way. Please provide a paragraph summary (written in consultation with your internship/research supervisor and faculty mentor).

Click here to enter text.

**SECTION IV: INTERNSHIP/RESEARCH COURSE REGISTRATION AGREEMENT**

Internship/research registrations can only be added to a student’s schedule by the Department Chair’s authorization to the Registrar’s office. All Internship/Research Contracts are due in the Chair’s office by 1:00 p.m. of the last day for Drop/Add for the fall and spring terms, or by the last day for registration for a summer/winter term. The internship/research *will not be added* to a student’s schedule after those 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; they must be completed during the time specified on the contract (i.e., credit will not be awarded for prior work experience). They must start/end during the published dates for fall/spring/summer terms. The Internship/Research Reflection must be turned in by the last day of classes for the semester, or summer/winter term, in which the work was completed.

Remember that 492 and 496 require a 1 hour course registration. Any additional hours (up to 5 credit hours total for internship and research registrations) should be registered as advanced internship/research (494 or 497) and count as elective credit for the major or minor. Interns are expected to complete a written reflection detailing their internship or research experience and submit that to their Longwood sponsor at the completion of the internship. **Internship and research course grades will not be assigned until the reflection and the evaluation rubric from the internship or research mentor are received.** Your signature on this contract indicates your understanding and acceptance of these requirements.

A paper copy with your signature is required to be turned into the Longwood faculty mentor, who must then forward the form and appropriate information to the BES Chairperson before you will be registered. Incomplete contracts will be returned to the student and you will not be registered.

**Approvals:**

1. **Student**: Your signature below indicates your understanding and acceptance of the requirements set forth in this contract.

Student’s Signature: \_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Longwood Faculty Sponsor**: Your signature below indicates that you have checked the student’s data on myLongwood or Degree Works to verify the previous internship + research registration credit hours and have examined the information in this contract to verify that the internship or research course number and grading type requested is appropriate. Your signature also indicates that you have verified that the student currently has no holds that would prevent this registration.

Longwood Faculty Sponsor Approval:

(3) **Department Chair** **Approval**: \_\_\_\_\_\_\_\_\_

**SECTION V: STUDENT PERFORMANCE EVALUATION**

The following is a summary of the process used to evaluate student performance in internship or research courses sponsored by the Department of Biological and Environmental Sciences.

For internships that are external to Longwood, an evaluation rubric will be sent by the faculty sponsor to the internship supervisor. For internships and research performed at Longwood, the internship/research sponsor will complete the evaluation rubric.

Please note that this information 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 faculty contact at Longwood should provide the official form to the internship/research supervisor at the appropriate time to allow for its completion by the end of the semester or summer/winter session. The completed evaluation must be returned directly to the Longwood contact. **Under no circumstances should the student be the courier for the return of the completed evaluation.**

Students are required to complete a reflection of their internship or research experience using the appropriate link below.

Evaluation forms:

* [Internship Evaluation Rubric](https://longwood.box.com/s/p45nmtq1r02p9jdqx09xlwbfme16iaei)
* [Internship Reflection Guidelines and Rubric](https://longwood.box.com/s/egfjr1r5zieixqwwts2ig37ksz7ll86p)
* [Research Evaluation Rubric](https://longwood.box.com/s/pkisbgo2ha9nx416a129mqawjvdwq1pr)
* [Research Reflection Guidelines and Rubric](https://longwood.box.com/s/a69iv7p46ual57higsqyh72vy50xmeye)