

**Department of Chemistry and Physics Sciences
Internship/Research Contract – eVersion – Revised October 2012**

Please use a computer to complete this form. Complete a separate form for each internship/research.

Course Prefix/Discipline (i.e., CHEM, PHYS, or SCED): _____

Select one of the following:

- Directed Study 490** (Goal 14 fulfillment, requires additional fee)
- Directed Study 390**
- Internship 492** (Goal 14 fulfillment, requires additional fee)
- Internship 392**
- Research 496** (Goal 14 fulfillment; requires additional fee)
- Research 498** (Honors Research; Must be approved through Senior Honors Research Committee; Fulfills Goal 15)

Student's Name: _____

MyLongwood ID (L#): _____

Telephone Number: _____

Campus Address: _____

E-mail address: _____

Internship/Research to be performed during (select one):

- Fall Semester**
- Spring Semester**
- Summer or Winter**

For Summer or Winter, Indicate Term Beginning and End Dates: _____

Longwood Faculty Mentor Responsible for Assigning Grade: _____

Telephone Number: _____

E-mail address: _____

Internship/Research Mentor: _____

Agency: _____

Address of Agency: _____

E-mail address of mentor: _____

Telephone Number: _____

Credit hours already completed for Directed Study (CHEM/PHYS 390 or 490): Select # here

Credit hours already completed for Internships (CHEM/PHYS 392 or 492): Select # here

Credit hours already completed for Research (CHEM/PHYS 496): Select # here

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? Yes or No

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

Credit hours requested for the internship/research described on this form: Select # here

Grading (select one):

Letter (Max 4 credits)

Pass/Fail (Credit towards graduation; not major or minor)

[A maximum of four (4) internship + research credit hours can be taken for a 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, as you would like it to appear on your transcript (maximum of 30 letters, characters, and spaces): _____

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

[Click here to enter text.](#)

Internship/Research Goals:

[The internship/research experience must be related to the major 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.](#)

Internship/Research Registration Information:

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 Summary must be turned in by the last day of classes for the semester, or summer/winter 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 mentor. Remember that CHEM/PHYS 492 and 496 require a minimum of 1 hour course registration for General Education Goal 14. This 1 hour and any additional hours (up to 4 credit hours total for internship and research registrations) also counts as PHYS/CHEM elective credit for the major or minor. Interns are expected to write a two-page summary detailing their internship experience and turn that into their Longwood sponsor at the completion of the internship. **Internship grades will not be assigned until the summary and the evaluation form from the internship 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 CP 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: _____

- (2) **Longwood Faculty Mentor:** Your signature below indicates that you have checked the student's data on myLongwood to verify the previous internship + research registration credit hours and have examined the information in this contract to verify that the internship 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 Mentor Approval: _____

(3) **Department Chair Approval:** _____

Longwood Faculty Mentor:

Two-page summary submitted: _____ Yes _____ No

Evaluation Received: _____ Yes _____ No

Date _____

Grade _____

Addendum: copy of evaluation rubric

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

Please note that this addendum 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.**

Indicator	Indicator Not met (0)	Indicator Partly met (1)	Indicator met (2)	Score
Attendance	Greater than three absences or ≥10% absence	Two or three absences	One absence or less	
Punctuality	Late four or more times or ≥ 10% tardiness	Late a few times	Always on time	
Ability to Perform work	Required constant supervision	Worked well w/ continued supervision	Worked independently after initial instructions	
Professionalism	Lacked appropriate professional behavior	Reminded to use appropriate behavior on several occasions	Treated others w/ respect and professional courtesy	
Other* (Additional indicator)				
(If necessary, additional comments can be placed on the back of this page)				

*Please comment on one additional specific aspect of relationship and score from 0 to 2.

Points toward grade (possible 10): _____