Things You Must Do Before, During and After your SNT 489 Internship

Before your internship
1. You must find an on-campus supervisor (science faculty member) who will work with you and help you develop your internship proposal. To verify this relationship you and your On-Campus Supervisor must fill out the “On-Campus Supervisor Commitment Form,” and submit it to the chair of the department of your major. This same person will serve as your supervisor during the internship, and communicate with your off-campus supervisor.
2. Become familiar with all paperwork that must be filed.
   Go to the Biology Department Web site: http://biology.franklincollege.edu/Bioweb/Biology/Index.html and click on the link for Professional Development Documents.
   * Agreement Between Intern and Off-Campus Supervisor - must be completed before beginning internship
   * Off-campus Supervisor Periodic Evaluation Check-List – completed 3 or 4 times during the internship and returned to the on-campus supervisor.
   * Supervisor Final Evaluation of Intern Performance - must be completed before end of internship
   * Student/Internship Site and Self-Performance Evaluation - must be completed before end of internship
   Each of these links is "live" and you may click on them to print out each document.

2. YOU MAY NOT "OFFICIALLY" BEGIN YOUR INTERNSHIP until you and your off-campus supervisor have completed the "Agreement Between Intern and Off-Campus Supervisor" form. This form must be turned in – signed by both you and your off-campus supervisor and submitted to your on-campus supervisor as soon as possible. FAX and email attachments are fine.

3. Be sure you and your advisor have clearly articulated mechanisms of communication.
   a. Be sure to discuss journal responsibilities (usually one journal entry per week).
   b. Be sure to discuss contact information between on-campus and off-campus supervisors. It is expected that the on-campus and off campus supervisors will be in contact at least three times during the internship.
During the Internship

1. Be sure to submit your journals each week to your on-campus supervisor.
2. Be sure to remind your off-campus supervisor that your on-campus supervisor will be contacting him/her.
3. Show up to work and be there on-time. There is no excuse for absence or lateness.
4. Be sure to tell your off-campus supervisor that s/he will be asked to fill out a final evaluation form.
5. Be sure to complete your final "product" and submit a copy to your on-campus supervisor before the end of the internship. For many of you, this will be a 10-15 page report over your selected topic. For those of you doing a presentation at your research site, this may mean a "Power Point."
6. If you are doing an internship during the regular semester, you will have to give an oral presentation on campus before the end of the semester. This is a requirement.
7. Be sure to give your off-campus supervisor the Supervisor Final Evaluation of Intern Performance AT LEAST one week before the end of the internship.

After the Internship

1. Before the end of the semester, you must submit the Student/Internship Site and Self-Performance Evaluation to your on-campus supervisor.
2. Before the end of the semester your off-campus supervisor must submit the Supervisor Final Evaluation of Intern Performance form to the on-campus supervisor.
3. If you did your internship in the summer, then you must give an oral report to the department during the first half of the fall semester.