

Student Responsibilities Checklist

Before Your Internship:

- Contact potential cooperator or employer for internship possibility
 - Determine if student and cooperator are interested in entering an employee-employer relationship.
 - Develop an outline for the internship which will contribute to the intern's educational development.
 - Agree on the amount of time that will be spent on main activities.
 - Arrive at an agreement on terms of employment with cooperator (dates of employment, hours worked, wages and benefits).
- Discuss internship with your academic advisor
- Complete the student and employer agreement (form found online) and submit it to the internship coordinator (Blaine Novak, blaine.novak@ndsu.edu)
- Register for appropriate ANSC 396 credits

**For summer internships, students should register for ANSC 396 credits for the fall following the internship. For internships completed during the regular school year, students may register for credit in the semester they complete their internship.*

During Your Internship:

- Keep a weekly journal about work completed and skills learned (see syllabus for details).
- Keep internship coordinator informed about the progress on internship objectives and any unresolved issues with internship or cooperator
- In case of an emergency, accident, or prolonged illness, report to cooperator and internship coordinator
- Notify cooperator in advance when unable to report for work

After Your Internship:

- Complete and submit written report to Internship coordinator (see written report guidelines)
- Submit weekly journal to the internship coordinator via Blackboard.
- Have internship employer complete and send student evaluation to the internship coordinator. (Blaine Novak, blaine.novak@ndsu.edu)
- Perform public presentation either in poster or PowerPoint form

**internship coordinator will notify student which form of presentation will be required*

****Your journal, report, and employer evaluation are due the day you give your oral presentation.**