

Iowa State University
2012 Undergraduate Internship Program
Request/Approval Form

This form is used to authorize an undergraduate, internship or cooperative education program. The form must be completed and approved prior to offering any internship and is in effect unless there is a significant change in the program (e.g., in scope or risk level) that would require that a new form be initiated.

Name of Internship/Co-op Program Internship Program in Agriculture

Check if Program is a Research Experience for Undergraduates (REU)

Department Global Programs College of Agriculture & Life Sciences in partnership with academic departments in the College

College/Division College of Agriculture & Life Sciences

Contact Name Shelley Taylor

Contact Phone 515-294-5393 Contact Email sztaylor@iastate.edu

Intern Supervisor (If different from Contact Name above) Shelley Taylor from Global Programs and a faculty supervisor from an academic department

Will academic credit be offered? Yes No

Paid Internship? If yes, amount to be paid various

Funding source various

Unpaid Internship?

Internship Start Date Dates will vary, minimum of two months Internship End Date _____

And/or Duration of Internship: Fall Spring Summer Other

Estimated number of Internships offered up to 10 per year

Estimated Internship schedule or hours/week 35 - 40/week

Participants of the Program are: ISU students U.S. High School Students

Non-ISU domestic students Non-ISU international students Other: _____

Will any participants be under the age of 18? Yes No

I. Brief Description of Program:

Students from peer international universities will apply to come to Iowa State University for a guided internship experience in their academic area of study. This program represents a partnership for Global Programs and academic departments within the College of Agriculture & Life Sciences. Global Programs will assist the student and faculty coordinators in the logistical aspects of the internship and be a central contact point for the program. Students will be placed under the supervision of faculty within the student's academic program area for their internship. Specific research programs and projects will be designed for each student and will be agreed upon before the student is accepted into the program. The details of each research program or project will be described in the Participant Agreement form filled out for each intern.

II. Learning Objectives for Internship:

- a. The interns will learn about specific aspects of agriculture and life sciences from the US and Iowa State University perspectives through a research program or project
- b. The interns will compare aspects of agriculture and life sciences in the US with similar aspects from their home country
- c. The interns will have a better understanding of research methodologies or project implementation
- d. The interns will have a cross-cultural experience

III. Participant will be authorized to conduct the following research or project (describe expected activities and responsibilities):

Each intern's research program or project will be different but will be within their academic area. The details of the research or project will be decided and agreed upon by the intern and faculty coordinator before the student is accepted into the internship program and will be described in detail on the participant agreement form.

IV. List of equipment to be operated by participants:

Each intern's research program or project will be different so equipment usage will vary among individuals. Expectations for equipment usage and training will be described in detail on the participant agreement form.

V. List of project hazards and standard protections and/or Training Required:

Each intern's research program or project will be different so hazards and standard protections and/or training will vary among individuals. Hazards and standard protections and training required will be described in detail on the participant agreement form.

VI. Building / Room / Other Campus Locations or Off-campus Locations (including laboratory locations to which participant will be permitted access):

Each intern's research program or project will be different so locations of research or projects will vary among individuals. Access to locations will be described in detail on the participant agreement form.

VII. Participant [check one]: Specific to each intern

___ is permitted access to the laboratory/research or other project locations *in absence of other members of the project team.*

___ is **not** permitted access to the laboratory/research or other project locations *in absence of other members of the project team.*

Signatures:

Faculty/Staff Supervisor

Date _____

Department Chair / Director

Date _____

Dean / Vice President

Date _____