

Iowa State University
Internship Program Request/Approval Form

This form is used to authorize an internship or REU program for individuals aged 18 and over. 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. After all signatures are received, please email a PDF of this form to Lori Sutton (lsutton1@iastate.edu) in the Office of the Senior Vice President and Provost. *If any participants are under the age of 18, please visit the [Office of Risk Management](#) and submit an [Internship Registration](#) via the Cy Check system.*

Name of Internship Program Internship Program In Agriculture

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

Department : Office for Global Engagement in partnership with academic departments in the college

College/Division College of Ag & Life Sciences

Intern Supervisor Shelley Taylor

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

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 upto 10 per year

Estimated Internship schedule or hours/week 35- 40 weeks

Participants of the Program are: ISU students U.S. High School Students
 Non-ISU domestic students Non-ISU international students Other: _____

I. Brief Description of Program: Students from peer international universities will apply to come to Iowa State University for a guided internship in their academic area of study. This program represents a partnership for the Office for Global Engagement and academic departments within the College of Agriculture and Life Sciences. The Office for Global Engagement will assist the student and faculty coordinator 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 with 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.

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 and 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 understanding and experience.

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

Each intern's research 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.

IV. List of equipment to be operated by participants:

Will vary based on the research and project. Expectations and equipment usage and training will be provided to the interns.

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

Will vary based on the research and project. Hazards and standards protections and training required will be described to the interns.

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

Will vary based on the faculty coordinator. Access to location will be described in the Export control sheet.

VII. Participant [check one]:

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:

Shelley Taylor, Director Office for Global Engagement

PRINT NAME AND TITLE

Shelley Taylor

SIGNATURE

Date Jul 29, 2024

David Acker, Associate Dean for Global Engagement

PRINT NAME AND TITLE


David Acker (Jul 29, 2024 07:54 PDT)

SIGNATURE

Date July 29, 2024

Ruth MacDonald, Associate Dean, Personnel and Finance

PRINT NAME AND TITLE

Ruth MacDonald

SIGNATURE

Date Jul 29, 2024

The next steps are to complete a Participation Agreement Form (PAF) for each individual participant. For paid internships, submit a request for payment via supplier invoice to finance_delivery@iastate.edu (attach the PAF, Conflict of Interest, W-9, and a payment schedule). Contact your Procurement and Expense Specialist for payment assistance. [Information from Controller's Office](#). [Workday KBA on Internship Process](#).









Internship Program Request-Approval Form - Revised July 2024

Final Audit Report

2024-07-29


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 Agreement completed.

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