

Internship Requirements

- Students will be responsible for locating their own internship.
- The internship MUST meet the qualification outlined below AND be approved by the student's advisor prior to enrollment in the course.
- The internship may not be clerical or office work. The student MUST be dealing with animals, their treatment, feeding, or health. It should be a shadowing type experience with hands-on learning.
- The internship may be a paid or an unpaid position.
- The internship MUST consist of 25 clock hours/course hour or more following the beginning of the course. Hours worked or volunteered before the course starts may not be counted.
 - (ex: if you sign up for 6 hours of credit you would need 150 clock hours, $6 \times 25 = 150$)
- The advisor should have the contact information for the business and supervisor before the first day that the student starts their course hours.
- The student must keep a daily journal of what they experience while working during the internship. These will be scanned and turned in via email at the completion of the course.
- Following the completion of the minimum 25 clock hours/course hour the student will write a report that explains what they learned during the experience. It should not be written about how great it was or about the people they met, but rather about the experiences they had and the things that were learned while working with the animals. Should be 4-5 pages double spaced. This will be turned in via email in along with the daily journal log.
- Students must ensure that their supervisor completes and returns the supervisor evaluation form to their advisor. These must be received directly from the work supervisor. No forms will be accepted from the student.
- Students will write and send a thank you note to the supervisor thanking them for providing the opportunity of working and learning under their guidance. A copy of the thank you note will be sent to the veterinary science department for the student's file.
- A grade for the course will not be given until the above criteria are complete.

Internship Approval Request and Required Information

Name of the Business:

Address of the Business:

Phone Number of the Business:

Name of the Supervisor:

Phone Number of the Supervisor:

Semester and Year the course will be taken:

Job duties and responsibilities:

Does the student have approval for the internship? YES or NO

Advisor Signature

Date