

ABS INTERNSHIP GUIDELINES (TO BE GIVEN TO HOST AGENCIES)

I. INTRODUCTION

The Professional Science Masters degree in Applied Biosciences at the University of Arizona includes an internship as one of the requirements for completion of the degree. We are pleased that you are interested in participating in this part of our program. These guidelines are for the supervisor in the host agency or organization. They are intended to help make the internship as productive as possible for all concerned.

Questions regarding internship matters should be directed to too the intern's faculty advisor.

II. PURPOSE OF THE INTERNSHIP

i) The primary goal of an internship is to give students an opportunity to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work preferably overseen by a professional. In particular, the goal is to give the student a practical perspective on problems and applications in Applied Biosciences. In addition to offering students the opportunity to demonstrate and develop their technical skills, it allows students to develop professional skills such as teamwork, effective communication, social interaction and professional networking, an understanding of business procedures, leadership, and critical thinking. Finally, it should provide students with work experience within a semi-formal academic framework that carries with it official course credit from The University of Arizona.

ii) The internship has the following secondary goals:

- a) To improve communication between the university and practicing professionals
- b) To give the faculty an opportunity to evaluate it's graduate ABS program through feedback from interns and hosting agencies
- c) To help students compare their abilities and interests with requirements in particular fields.
- d) To contribute to the effectiveness of the hosting agency, both through high-quality work and through bringing in new perspectives.

III. SUGGESTIONS FOR THE HOST AGENCY

An internship provides organizations with an effective outreach to qualified and motivated students. The primary goal of the internship, as stated above, has educational and mentoring components that can be satisfied only through a formal partnership between the organization and University of Arizona college or program. It is the intent of the program that this partnership provides a meaningful learning experience to students as prospective professionals. In this manner, the organization becomes an important asset in the development of interns. As a secondary benefit, the organization has access to well-qualified students as potential candidates for full-time employment after graduation. As a tertiary benefit, the program allows supervisors to evaluate prospective long-term employees under actual work conditions at minimal cost. Initial contacts through the internship may lead to recruitment and eventual hiring, upon graduation, of an employee who has experience with the employer's operating procedures. In addition, multiple internships with the same student over his/her academic career may enable the intern to function at a higher level that will free full-time professional staff for more complex work.

By accepting an intern, the host agency recognizes that it shares responsibility for the success of the internship. The intern will rely on the agency's active participation and support, and will expect to receive assistance, advice and guidance.

The following suggestions will help ensure a successful internship:

1. Provide relevant education/training to the intern if it extends beyond the skills they have acquired in the ABS program.
2. Maintain the intern status of the student, to be distinguished from employment status.
3. In the early stages of the internship, the intern should get a comprehensive overview of the agency's goals, products, and philosophy, including an introduction to its major policies and procedures.
4. The agency supervisor should inform agency personnel of the purpose, role and expected performance of the intern.
5. The intern should be organizationally placed near the agency supervisor, to aid in observation of, and participation in, a wide range of activities. Whenever possible, the intern should be permitted to attend meetings of senior staff and research teams.
6. Intern work assignments should be educational and challenging, as well as useful for the agency. The intern should not be assigned routine office or clerical work, unless such work is a necessary, subordinate part of a more responsible assignment.
8. The intern should be supervised by a responsible professional to whom there is reasonable access. If possible, the intern should be assigned a desk and other office facilities near the their supervisor.
9. The intern supervisor should contact the faculty advisor or ABS Director whenever the progress of the internship is in question.
10. At the end of the internship, the intern supervisor should complete an evaluation form and send it to the Assistant Director. If this violates the hosting agency's policies, an alternative means of evaluation should be worked out in advance.

We look forward to working with you on a productive and beneficial internship.