

# INTERNSHIP PROGRAM AGREEMENT

**Palm Beach State College  
Biotechnology Program  
3160 PGA Blvd  
Palm Beach Gardens, FL 33410  
Biotechnology@palmbeachstate.edu**

The undersigned Student Intern agrees to do the following:

1. Purchase insurance through the College's student insurance plan before the start of the internship. (This is included in the BSC 2945C course fees.)
2. Register for the internship course: BSC 2945C.
3. Arrive on time and dress appropriately based on worksite standards.
4. Perform all assigned tasks to the satisfaction of the site supervisor.
5. Keep regular attendance both at Palm Beach State College and the worksite, and notify the worksite when absence is unavoidable; complete 320 documented hours at worksite.
6. Accurately complete timesheets and list accomplishments of the intern on a regular basis.
7. Notify the instructor of record immediately if any problems arise during the internship.
8. Submit a progress report to Instructor of Record when half the internship hours are completed (160 hours); submit a written evaluation of the internship at the end of the program; turn in supervisor and self-evaluation forms.
9. Create a laboratory notebook per worksite requirements to document performance and progress of the research project.
10. Create and deliver both an oral presentation and poster presentation of the research project of the internship.

The undersigned Site Supervisor agrees to do the following:

1. Discuss with the Instructor of Record and Student Intern to formulate goals for the internship experience.
2. Provide job orientation concerning company office procedures, laboratory procedures (when relevant), staff relations, and duties of the intern.
3. Provide training, guidance, and supervision of the Student Intern.
4. Assign sufficient *quality* work (based on stated learning objectives) to occupy the Student Intern during scheduled work hours.
5. Communicate regularly with the Instructor of Record.
6. Adhere to all health and safety codes.

The undersigned Instructor of Record agrees to do the following:

1. Provide qualified candidates to match work site expectations, as determined by a list of duties and responsibilities.
2. Facilitate the formulation of goals and learning objectives for the internship experience.
3. Monitor the intern's progress through discussions with the Site Supervisor and Student Intern.
4. Monitor work sites for compliance with this agreement.
5. Evaluate the Student Intern's progress throughout the program using regular reviews.

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Student Intern \_\_\_\_\_ Date \_\_\_\_\_

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Site Supervisor (Print) \_\_\_\_\_ Date \_\_\_\_\_

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Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Instructor of Record \_\_\_\_\_ Date \_\_\_\_\_