



The University of Vermont

The Department of Microbiology & Molecular Genetics
Robert Larner, MD College of Medicine • College of Agriculture and Life Sciences

INTERNSHIP GUIDELINES: MMG 290

Questions & registering, please contact the MMG 290 instructor:

Fall 2019: Brenda Tessmann (Brenda.Tessmann@med.uvm.edu)

Spring 2020: Rebecca Guy (Rebecca.Guy@med.uvm.edu)

STUDENT RESPONSIBILITIES

EXPLORING THE POSSIBILITIES

Identify a desirable experience

Choose a faculty sponsor in an appropriate field of expertise and share your proposal

Discuss this proposal with a potential employer to determine feasibility and to determine employer's expectations regarding the internship

Confirm that the faculty sponsor and employer are willing to provide to the MMG 290 instructor

- Written mid-term evaluation
- Written final evaluation
- Suggested final letter grade

After completing the above, meet with the MMG 290 instructor to review your proposal

WRITING UP THE CONTRACT

Outline learning objectives of internship and activities that will meet these objectives

Share proposed contract with faculty sponsor, then make

appropriate revisions

Share proposed contract with employer, then make

appropriate revisions

Define with the faculty sponsor and with the employer how the internship will be evaluated and provide them with deadlines for submitting the written evaluations and suggested final grade

Determine with the faculty sponsor and with the employer meeting dates to discuss your progress and overall performance

Discuss with the faculty sponsor credit hours to be assigned to the internship, based on a guideline of 3 to 4 hours of learning per week per credit (3 credits equals 10-12 hours of work per week)

Once all of the revisions have been made, submit the contract to the MMG 290 instructor for final approval

MAINTENANCE REQUIRED DURING THE SEMESTER

Maintain a daily journal of activities, recording significant events; entries may be brief on those days when no new experiences/activities are going on

Submit an updated version of the journal to Blackboard twice a month (see Blackboard for the due dates)

Communicate at least twice a month with faculty sponsor (office visit, phone, letter or on-site visit) regarding internship activities and other issues; this is your internship so you should be the one to initiate these communications

Solicit feedback from employer weekly to determine how best to improve your performance

Meet with the employer at midterm for an evaluation to date

WRAPPING UP THE INTERNSHIP EXPERIENCE

Set up a final meeting with the employer to assess your work performance

Set up a final meeting with your faculty sponsor to discuss goals outlined in original contract; this final review should provide you with an opportunity to honestly assess the learning that has been achieved

Remind the faculty sponsor and employer of the due dates for submission of the final written evaluation and suggested grade

Schedule a date and time with the MMG 290 instructor to provide a PowerPoint presentation covering your internship experience, to be given to the MMG faculty

- Length should be ~15 minutes (10 minutes presentation/5 minutes Q/A)
- Include original objectives, activities, what you learned, what was of greatest value and whether or not you would recommend the experience to peers

EMPLOYER'S RESPONSIBILITIES

Discuss with the student intern the nature and feasibility of the proposed internship

Provide meaningful career-related experience in a professional working environment that complies with health and safety regulations

Provide professional supervision to guide intern with on-the-job responsibilities; be available at least once weekly during the internship to provide intern with feedback regarding his/her progress

Assess intern's performance throughout the experience and discuss your assessment with the intern at mid-term and at final meetings

Submit a written mid-term and final evaluation of the intern and the experience to the MMG 290 instructor; this should address the intern's strong/weak points, development of skills, progress and improvement that did/did not occur, goals achieved and suggested grade

Clarify how the final grade will be determined.

FACULTY RESPONSIBILITIES

EXPLORATION PHASE

Assist intern in identifying solid, reasonable objectives and activities for the learning contract

Require intern to clearly define nature of the internship experience

ASSIGNING CREDIT VALUE TO AN INTERNSHIP EXPERIENCE

Evaluate the number of hours intern will spend

on the experience Discuss the number of credit

hours to be attempted

Thoroughly discuss the criteria to be used in the written evaluations

Clarify how the grade will be determined

MAINTENANCE REQUIRED DURING THE SEMESTER

Act as a resource for the intern during the experience, providing flexibility when necessary if modifications to the learning contract are required

Maintain contact with intern during the experience; communicate at least twice each month

On-site visits are encouraged when possible but written or phone communication may be necessary

Set up time for both mid-term review and for final review with the intern in person, by phone, or by mail; the final review should be in person

Submit a written mid-term and final evaluation of the intern and the experience to the MMG 290 instructor; this should address the intern's strong/weak points, development of skills, progress and improvement that did/did not occur, goals achieved and suggested grade

FINAL PHASE

Summarize with the intern the learning experience and original goals of the internship Confirm that all necessary materials have been submitted to the MMG 290 instructor.