

Internship Program

2016/17 Application Packet

PROGRAM OVERVIEW

The Food and Resource Economics Department encourages students to seek high quality internships that are directly related to their academic major and career field. The work experience is conducted under approved business, industrial, institutional or governmental agency supervision. Intern positions are expected to enhance the student's classroom experience and apply what is learned in the classroom.

Students are required to complete this form, have their internship supervisor sign it, and submit it to the Student Services Coordinator, Michael Fitzgerald, at mgfitzgerald@ufl.edu or in person at 1170B McCarty Hall A by the end of the drop/add period for the corresponding Fall, Spring, and Summer term.



INTERNSHIP CREDIT

Credit received for an internship is based on the number of contact hours worked in the internship:

1 credit = 120 hours 2 credits = 240 hours 3 credits = 360 hours

Please note: To receive credit you must have the Food and Resource Economics Department advising staff register you. Tuition is charged for the number of credits that correspond to the number of contact hours you work.



APPLICATION PROCESS

1. Submit the **Internship Application** for approval to Michael Fitzgerald by the due date below.
2. Once internship is completed, have your site supervisor complete and return the **Student Evaluation Form** to Michael Fitzgerald by the due date below.



2016/17 DUE DATES

	Fall	Spring	Summer A	Summer B	Summer C
Internship Application	August 23	January 5	May 8	June 27	May 8
Student Evaluation Form	December 2	April 14	June 12	August 1	August 1

UF | IFAS
UNIVERSITY of FLORIDA

Food and Resource Economics Department
1170B McCarty Hall A
Gainesville, FL 32611

Michael Fitzgerald
Student Services Coordinator
Office of Undergraduate Programs
mgfitzgerald@ufl.edu
352-294-7638

Internship Application

STUDENT INFORMATION

Name _____ UF ID # _____

Email _____ Phone _____

INTERNSHIP SITE INFORMATION

Intern Title _____ Company _____

Start Date _____ End Date _____ Address _____

Phone _____

Paid? (Yes/No) _____ Hours per week _____

Term (circle one) Summer A Summer B Summer C Fall Spring # of Credit Hours _____

Description of Duties

SUPERVISOR CONTACT INFORMATION

Name _____ Title _____

Email _____ Phone _____

Student Signature

Supervisor Signature



Food and Resource Economics Department
1170B McCarty Hall A
Gainesville, FL 32611

Completed form should be returned by student to:

Michael Fitzgerald
Student Services Coordinator
Office of Undergraduate Programs
mgfitzgerald@ufl.edu
352-294-7638

Student Evaluation Form

INTERNSHIP SITE INFORMATION

Student Name _____ Start Date _____

Job Title _____ End Date _____

Company _____ Total # of Hours Completed _____

SUPERVISOR CONTACT INFORMATION

Name _____ Title _____

Email _____ Phone _____

STUDENT EVALUATION

This portion must be completed by the site supervisor.

	Poor	Below Average	Average	Above Average	Excellent
Professionalism	1	2	3	4	5
Attendance	1	2	3	4	5
Quality of Work	1	2	3	4	5
Communication	1	2	3	4	5
Time Management	1	2	3	4	5
Problem Solving	1	2	3	4	5

Overall Assessment:

Satisfactory

Unsatisfactory

Supervisor Signature

Completed form must be emailed by supervisor to mgfitzgerald@ufl.edu.

