

Instructions for ANFS 464
Internship – Off Campus Field Experience
Version: June 1, 2009

1. Obtain and review the information and forms in the ANFS 464 packet on-line at:

<http://ag.udel.edu/anfs/undergrad/documents/ANFS464InternshipForms.pdf>

2. Meet and discuss your internship, its objectives, the time (hours) required, and the necessary paperwork with:

- a) your on-campus UD faculty member (usually your academic advisor).
- b) your off-campus internship cooperator.

3. Complete the “Memorandum of Agreement” form before registration can take place:

You must sign the “Memorandum of Agreement” form and obtain signatures from your on-campus faculty member and off-campus internship cooperator. If you cannot physically obtain the signature of your off-campus cooperator, that person can send Dr. Limin Kung (LKSILAGE@UDEL.EDU) an e-mail that states they agree to be your supervisor for ANFS 464-Field Experience.

4. Registration: Registration requires ANFS Dept. approval. Students must bring the completed “Memorandum of Agreement” form with the above signatures to Dr. Kung (Townsend Hall Room 033) for-approval (he will sign for Animal and Food Science (ANFS) Chairperson). Upon his signature, the student will take the form to the ANFS Dept. Office (Townsend Hall Room 044) for registration by Ms. Verna Sawyer.

5. Reports: Timely Semimonthly Reports” should be mailed, faxed, or e-mailed to your on-campus UD faculty member.

The “Final Report” and the completed “Student Evaluation” form must be submitted to your on-campus UD faculty member before the end of the semester. A student must also arrange for the your off-campus internship cooperator to complete the “Internship Supervisor’s Final Evaluation” form and mail or FAX (302-831-2822) it to your on-campus UD faculty member.

Grade: The on-campus UD faculty member will submit a final grade (P/F) only when he/she has received all the paper work described above.