

Dear Sir or Madam:

Thank you for offering one of our students the opportunity to intern with you. If the student forwards this letter to you and asks to work on a learning contract, it is because he or she wishes the experience to count toward Biology credit. Our decision does not in any way impinge on the student's ability to do the internship at your agency, only whether it will count toward credit that substitutes for a Biology course or not. To achieve that, we look for the following:

1. To earn biology credit, the internship must have a significant learning experience in the field of biology. Should the internship lack such content, students can still earn non-biology credit through another unit at our university.
2. If not already done, please identify a direct supervisor at your agency. The direct supervisor will be asked to send interim (can be email or phone) and final (email or letter) reports indicating how the intern is performing/has performed in the internship. We ask that the final report also indicate whether the intern has completed the required hours, and make general comments on the quality of the intern's performance.
3. The student is being asked to clearly state the aims of the internship in a "learning contract". This need not be lengthy, but please ascertain that the learning contract is an accurate statement reflecting the direct supervisor's expectations.
4. Interns are asked to keep a log of their experience, to be given to the faculty sponsor at Binghamton University for evaluation. The students will be advised not to include any name or information that is considered confidential by your agency. Please give the student specific instructions regarding what is confidential.
5. We require that the student prepare a final summary or report on the internship, or on some aspect related to it. We request guidance from the direct supervisor in selecting a suitable topic or in providing supporting information.

Thank you very much for considering this student for an internship. We appreciate the learning experience that he or she will be gaining. If you have any questions, please contact Dr. Julian Shepherd (jshepher@binghamton.edu) or (Tel. No. 607-777-6538).

Sincerely yours,
Carol Miles
Director of Undergraduate Programs
Department of Biological Sciences