Texas A&M University Professional Program in Biotechnology Learning Agreement

This agreement between ______________________________ (insert student and company names) and the Texas A&M Professional Program in Biotechnology provides a listing of responsibilities of the various parties involved and the specific learning objectives or goals of the student during the internship experience.

RESPONSIBILITIES UNDER THIS AGREEMENT:

Faculty Advisor (Committee Chair):
- Help formulate the student’s learning objectives.
- Meet with the student to provide guidance and support prior to the internship.
- Assess the student’s learning based on predetermined objectives and evaluation criteria outlined in the BIOT 684 Internship and Portfolio Handbook.
- Provide telephone and e-mail follow-up as needed throughout the internship to provide guidance and support.

Site Supervisor:
- Help formulate the student’s learning objectives.
- Provide direction to help the student achieve the learning objectives.
- Complete a midterm and final evaluation of the student and return forms to the PPiB Coordinator.
- Assume responsibility for the student’s supervision during the internship.
- Review student presentation for confidential material and send memo to PPiB Coordinator.

Student:
- Register for BIOT 684 after providing the Internship Description Form, offer letter and signed Learning Agreement to the PPiB Coordinator.
- Perform the tasks and responsibilities assigned by your site supervisor.
- Follow the rules and regulations of the business or agency.
- Consult with your faculty advisor regarding any changes or problems that arise during your internship experience.
- Complete the Student Evaluation of Site form and return to the PPiB Coordinator.

Professional Program in Biotechnology Coordinator:
- Help formulate the student’s learning objectives.
- Add section of BIOT 684 for student once paperwork is received.
- Act as a liaison for the university, work site, faculty advisor, and student.
- Assist faculty advisor, site supervisor, and student with any difficulties.
LEARNING OBJECTIVES: (Insert a list of the broad learning objectives you will achieve during your internship, including specific activities, due dates, and evaluation methods that will be used. Set realistic goals that can be documented.)

Your signature means you have read and agreed to the responsibilities listed for your role in this Learning Agreement.

Student Intern ___________________________ Date: __________

Site Supervisor ___________________________ Date: __________

Faculty Advisor ___________________________ Date: __________

Program Coordinator ___________________________ Date: __________

After obtaining the Faculty Advisor and Site Supervisor signatures, the student should e-mail the PPiB Learning Agreement as a .pdf attachment to larissap@tamu.edu to sign and distribute.