September 19, 2018

Dear **Name**

It is our understanding that your organization has approved and is willing to accept **Name**

as a student intern during the 2008/2009 academic year. The understanding is as follows:

1. Neither your organization nor the university is obligated to pay for the student’s services.
2. In the event either your organization or the university finds it necessary to terminate this student’s assignment, the party terminating the assignment will notify the other party as soon as is practicable.
3. This student’s supervised work assignment is for a period of not less than 4 nor more than 40 hours per week during the quarter in which he/she is enrolled.
4. This student is expected to comply fully with the rules and regulations of your organization. In addition this student must meet the academic requirements to receive credit for the internship explained on the following page.
5. You may refuse to accept any student we send to you if your reasons for doing so do not violate laws prohibiting discrimination.

6**. The student shall not begin the internship before June 2018 (Summer Quarter) or September 21 , 2018 (Fall Quarter)*.***

7. If the internship is actually the student’s regular job, the organization approval is somewhat of an unnecessary formality. However, the supervisor must still sign off on the report to verify the work performed in the field of study. Signing this page simply indicates agreement to terms.

We believe that our students under your supervision will gain important knowledge and experience during the time they are with your organization. Moreover, we hope that you in turn will benefit from their services. Please feel free to give the type of supervision and counseling you determine is necessary for the greatest mutual benefit.

If the above conditions are acceptable, would you please sign and return one copy to the Department of Chemistry and Biochemistry (or give to the student to do so).

Approved for University: Approved for Organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Coordinator

M.S. Earth and Environmental Sciences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements for Internship Credit, MSEES program, Professional Science Master’s Option**

1. Chem 575 or Geol 575 may be taken for 1-5 units. For the MSEES, PSM Option, degree requirement, either 4 or 5 units is required. The general formula for academic credit is 4 hours of internship per week for every unit of credit. Therefore over a 10 week quarter, 160 hours (4 units) or 200 hours (5 units) must be accumulated. However, this may be divided up over two or more quarters by taking, for example 2 units (80 hours) one quarter and 2 units another quarter.

**Note: Chem/Geol 575 and Chem/Geol 695 must add up to 9 units total.**

2. A short final report must be filed with the graduate coordinator at the completion of the internship. This report must describe the work or activities typically completed during the internship. Appended to this description should be a log of the hours, signed by the supervisor at the place of internship.

3. Consultation with the academic advisor or program director should occur to confirm that the work or activity is adequately in the field of study. If the report, hours and supervisor indicate this, credit is given. If the academic advisor determines the activity was not appropriate, or the internship supervisor does not sign off, no credit is given (that’s why it is important to make sure it will be o.k. to begin with). If the hours are insufficient, an incomplete is given.

**NOTE TO INTERNSHIP ORGANIZATION**. The student is covered by university insurance for internship activities of this nature, as long as they are enrolled in classes at CSUSB. In this particular program, the student will be enrolled in an internship “course” for credit. Therefore your organization is not liable for any unfortunate accidents that may occur. We strongly encourage that the student obey any and all safety regulations for other employees in an equivalent work environment at your organization, and trust that you will take the responsibility to enforce that the student indeed follows such safety rules. If the student refuses to follow your rules, the internship should be terminated at your discretion.