



WASHINGTON STATE UNIVERSITY

**College of Agricultural, Human,  
and Natural Resource Sciences**

# **INTERNSHIP HANDBOOK**

**2024-25**



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Dear Students and Internship Mentors,

Thank you for being a part of the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) internship program! We know that experiential learning transforms the way we work and live and adds to the growth of our educational experiences. We are excited about the real-world experiences that each student gains through their internships. CAHNRS prioritizes the development of the next generation of professionals through internships led by WSU faculty, staff, and industry partners.

This program is designed to be mutually beneficial to students, faculty, staff, and industry partners. Student interns will spend an academic term or summer with a faculty, staff, or industry mentor to acquire meaningful hands-on experience that expands their understanding of how the industry works and exposes them to essential skills they must acquire or develop to be successful in the field. In return, mentors will have access to an energetic, enthusiastic, and creative worker, who may become a future employee or colleague. By working with a mentor, the intern will learn relevant skills, and be better equipped to enter the workforce and make a significant contribution.

Please review the guidelines in this handbook and communicate with personnel from the Student Success and Academic Programs Office if you need assistance throughout the process. We are available at [cahnrs.majors@wsu.edu](mailto:cahnrs.majors@wsu.edu) or by telephone at 509-335-4562 with questions, comments, and/or concerns.

Again, thank you for participating in the CAHNRS Internship Program! We look forward to working with you!

Sincerely,

Nancy Deringer  
Interim Associate Dean,  
Student Success and Academic Programs

Judy Hopkins  
Career and Internship Coordinator  
Student Success and Academic Programs

## **INTERNSHIP BASICS**

### What You Should Know

An internship is an on-site, pre-professional experience designed to provide students with exposure to skills, duties, and responsibilities associated with a job opportunity in their intended career path. Students enrolled in a B.S. or a B.A. degree within the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) are either required or strongly recommended, depending on the major, to complete an internship or other hands-on learning experience.

Internships consist of a minimum of 45 contact hours per academic credit, and students must enroll in the appropriate number of credits of Internship/Professional Experience under a CAHNRS prefix directly related to the student's major during the period in which the internship occurs. Contact hours include work time, meetings, seminars, conferences, etc. associated with the internship. As a rule, students must work three (3) hours per week per academic credit received for the semester. Please direct any inquiry to the course instructor.

Language associated with internship experiences is used throughout this Handbook. The following list defines the terminology. The following section is a list of important definitions used throughout the Handbook.

### INTERNSHIP DEFINITIONS:

**Affiliation Agreement:** A required document for any student doing a CAHNRS internship for credit outside of WSU, with an external partner. This contract is a legal agreement between the student, WSU, and the external industry partner, focusing on the legal obligations of the student experience. This contract agreement additionally includes the CAHNRS Internship Learning Plan with an academic focus and must be in place at the beginning of the student's internship.

**Internship Learning Plan:** This is the only required document for credit-bearing CAHNRS internships *within* the WSU system. No other documentation is required. This document must be signed by the **Faculty/Staff Mentor, the student, and the Internship Coordinator or Course Instructor** for the course the student is enrolled in.

**Student Intern:** A CAHNRS undergraduate student participating in an internship experience for course credit that will fulfill the requirements of their degree program or be counted as elective credits toward a CAHNRS major that does not require an internship. All documents should be submitted to the course instructor.

**Student Liability Insurance:** Most CAHNRS students doing internships **outside of the university** will need Student Intern (non-medical) Professional Liability Insurance. This insurance can be purchased online through the WSU Risk Management Services website: <https://crmo.wsu.edu/insurance-rm/>. It is not required to purchase through WSU, but this is the most cost-effective route. If there is an increase in risk to the population being served the internship may require Student Allied Health (Medical) Intern Liability Insurance. The course instructor or Internship Coordinator will know the specific requirements. It is the responsibility of the student to obtain this insurance.

**Industry Partner:** The organization, company, or affiliate the student will be working for during the internship experience outside of WSU. This person fulfills the **Internship Mentor** role as an external partner.

**Faculty/Staff Mentor:** An internal WSU faculty member who fulfills the **Internship Mentor** role from *within* the university.

**Internship Mentor:** An external **Industry Partner** or internal **Faculty/Staff Mentor** assigned to the student intern to support and guide them through the internship experience. The Internship Mentor is normally the individual who directly oversees the student's work on projects or is paired with the student based on common career goals or interests.

**CAHNRS Internship Coordinators:** The Internship Coordinator serves as the main point of contact for the student intern, the Industry Partner, or the Faculty Mentor before, during, and after the internship process. This person should be contacted to address concerns, questions, or comments about the process or the student intern. All documents should be submitted to the Internship Coordinator.

**Academic Success and Career Center (ASCC):** The [ASCC](#) provides comprehensive career services for job and internship searches for all WSU students including CAHNRS. Additionally, they support employer partners' posting of these experiences. Located on the Pullman campus in Lighty 180 and can be reached by phone at 509-335-6000.

If CAHNRS programs have their own Handbook, they will serve to provide their own specific guidelines.

## **INTERSHIP GUIDELINES: STUDENT INTERNS**

### The Student Intern Experience

**Intern Experience:** Internship opportunities provide you with a practical application of what you are learning in an academic setting to real-world scenarios. Internships take you beyond the realm of what someone is exposed to in a job where you are simply paid to execute a task. You are challenged to expand your learning beyond the mechanics of the responsibilities to gain an understanding of the goals and objectives. The following list describes what you are required to do to prepare for and to complete your internship:

#### **Finding an Internship**

1. Utilize resources to identify available internship opportunities.
  - A. Handshake: [joinhandshake.com/](https://joinhandshake.com/)
  - B. [Career Fair & Networking Nights](#)
  - C. [CAHNRS internship postings](#)
  - D. [Academic Success and Career Center](#)
2. Discuss options with your Academic Advisor and Internship Coordinator to determine which internship best suits your needs and interests.
3. Network with faculty, friends, and family members about opportunities in organizations they are associated with that interest you.

#### **Applying for an Internship**

1. Create a current resume and cover letter. For assistance, visit the WSU career services center located in the Academic Success and Career Center.
2. Complete the appropriate paperwork to apply for the internship, or if you found the internship on Handshake, input your information online.
3. Check and respond to emails, phone messages, and Handshake for communication from potential employers, and respond promptly and professionally.
4. If an interview is required for the internship, dress professionally in business attire and be prepared to answer questions about your experience level, what you are looking for, your work ethic, and why you are well suited for the position, etc. For interview tips, please visit the Academic Success and Career Center.
5. There will be specific requirements for specific programs and courses.

#### **Preparing for the Internship**

- Confirm your plans with your Academic Advisor and Internship

- Coordinator/Course Instructor.
- Register for the appropriate internship course and the appropriate number of credits using my.wsu.edu Contact your advisor if enrollment is restricted.

### **Internal Internships**

- Complete the **Internship Learning Plan** (attachment A). Return the document to your Internship Coordinator.

**External Internships:** If your internship is with a partner EXTERNAL to WSU you need to take these steps:

1. Complete the **Internship Learning Plan** (attachment A). Return the document to your Internship Coordinator
2. Procure Student Liability Insurance through WSU here: <https://crmo.wsu.edu/insurance-rm/>. This link will also be provided on the CAHNRS Jobs & Internships website.
3. It is the responsibility of the intern to send the **Internship Affiliation Agreement** to the mentor for clarification and signature.

### **During the Internship**

1. Meet with your internship mentor regularly to become familiar with the day-to-day responsibilities and duties associated with their position and to discuss your progress in fulfilling their expectations of you during the internship experience.
2. Complete a **Mid-Way Check-In** at the halfway point of your internship. Guidelines can be found in the “Documentation” section of the Handbook.
3. Remind your internship mentor to complete and submit their **Mid-Way Evaluation**.

### **Completing the Internship**

1. Complete the CAHNRS Final **Student Internship Evaluation Form** using the link found in the “Documentation” section of the Handbook. Links to these documents can also be found on the CAHNRS Jobs & Internships web pages.
2. Remind your Internship Mentor to fill out the **Mentor Evaluation Form** using the link found in the “Documentation” section of the Handbook.
3. Send your Internship Mentor a thank you card to acknowledge them and show your appreciation for the opportunity as a follow-up to your internship experience.

## **INTERNSHIP GUIDELINES: MENTORS**

### **The Internship Mentor Experience**

**Internship Mentor:** An ideal mentor is a professional in the field who is committed to, and capable of, providing structure for the internship experience and constructive feedback to the student intern. An excellent mentor will take the time to connect with the student intern in a meaningful way so that the intern can learn from your wisdom and experience. Part of your responsibilities is to convey and model the core values and goals of your organization to the intern in an impactful way.

### **Preparing for the Internship**

- If you are a **WSU internal Internship Mentor**, please review, and sign the **CAHNRS Internship Learning Plan** (Attachment A) and return to the Internship Coordinator. Provide student feedback on their Statement of Intent, within that Learning Plan
- If you are an **Internship Mentor external** to WSU, please review the CAHNRS **Internship Learning Plan** and the **Affiliation Agreement** (Attachment B) required for external credit-bearing internships before your internship begins. This document INCLUDES an Internship Learning Plan

### **During The Internship**

1. Provide the student intern with an orientation to the workplace. Explain the activities involved in the experience and define workplace expectations.
2. Arrange a suitable time for regular meetings with the student intern to allow for mentoring and discussion regarding their progress throughout the internship.
3. Complete the **Mid-Way Evaluation** at the halfway point of the student's internship experience to document progress, make comments, or identify concerns. Guidelines for completing this evaluation are found in the "Documentation" section.

### **Completing the Internship**

4. Complete the Mentor Survey to evaluate the internship experience overall and review with your student intern. The link to the evaluation is found in the "Documentation" section

### **Optional Mentoring Activities:**

The challenge for the internship mentor is to provide a well-rounded, productive experience that supports the student intern in gaining professional competence and confidence in a modern, diverse workplace. Please consider incorporating the following activities into the experience as appropriate:

- If the student intern completes the responsibilities of the project in a timely manner, please provide the intern with a wider array of more challenging tasks.
- Help the student to gain insight into both the "what" and the "why" of your organization.



- Discuss policies and procedures for completing tasks, assessing productivity, quality assurance, etc., with the student intern.
- Introduce the student intern to other people they will be working with at the internship site.
- Have the student intern attend a conference, seminar, or discussion related to the job.

## Internship Timeline

Timeline	Description
Before the start of the internship	<p><b><u>Internal Internships</u></b>  <b>CAHNRS Internship Learning Plan</b></p> <ul style="list-style-type: none"> <li>• <b><u>Complete the Internship Learning Plan Here</u></b></li> <li>• See Attachment A</li> </ul> <p><b><u>External Internships</u></b>  <b>CAHNRS Internship Affiliation Agreement</b></p> <ul style="list-style-type: none"> <li>• <b><u>Complete the Internship Learning Plan Here</u></b></li> <li>• The Student Intern should work with the Internship Coordinator to complete and sign the document before sending the CAHNRS Internship Affiliation Agreement and Student Intern's Statement of Intent to the Internship Mentor. <b><u>Complete the Affiliation Agreement Here</u></b></li> <li>• Student Liability Insurance:  <a href="https://crmo.wsu.edu/insurance-rm/">https://crmo.wsu.edu/insurance-rm/</a>.</li> </ul>
The Halfway point	<p>Complete the Mid-Way Evaluation</p> <ul style="list-style-type: none"> <li>• <b><u>Student Mid-Way Evaluation</u></b></li> <li>• <b><u>Mentor Mid-Way Evaluation</u></b></li> </ul>
End of Internship	<p>Complete the Evaluation Form</p> <ul style="list-style-type: none"> <li>• <b><u>Student Evaluation Form</u></b></li> <li>• <b><u>Internship Mentor Evaluation Form</u></b></li> </ul>

# **Resources**

## **Departmental Contact Information for Internships:**

### **Apparel, Merchandising, Design, and Textiles:**

- Kelli Gardner-Schrand – Academic Coordinator: [k.gardner\\_schrand@wsu.edu](mailto:k.gardner_schrand@wsu.edu)

### **Animal Sciences:**

- Scott Brown, Academic Coordinator: [scott.a.brown@wsu.edu](mailto:scott.a.brown@wsu.edu)

### **Crop and Soil Sciences (Agricultural & Food Systems):**

- Colette Casavant – Director of Student Success: [colette.casavant@wsu.edu](mailto:colette.casavant@wsu.edu)

### **Economic Sciences:**

- Eric Jessup – Professor: [eric\\_jessup@wsu.edu](mailto:eric_jessup@wsu.edu)
- Shanna Hiscock – Academic Coordinator: [shanna.hiscock@wsu.edu](mailto:shanna.hiscock@wsu.edu)

### **Food Science:**

- Mariana Castro– Academic Coordinator [mariana.castro@wsu.edu](mailto:mariana.castro@wsu.edu)

### **Environmental Sciences:**

- Allyson Beall King – Director: [abeall@wsu.edu](mailto:abeall@wsu.edu)
- Alicia Hoene – Academic Coordinator: [alecia.hoene@wsu.edu](mailto:alecia.hoene@wsu.edu)

### **Horticulture (Integrated Plant Sciences):**

- Ade Snider – Academic/Internship Coordinator: [amsnider@wsu.edu](mailto:amsnider@wsu.edu)

### **Human Development:**

- Rich Giles - Academic Coordinator: [richard.giles@wsu.edu](mailto:richard.giles@wsu.edu)

## **Department Payroll Contacts/Admin Managers**

### **Apparel, Merchandising, Design, and Textiles:**

- Laurie Byers-Brown: [byersbro@wsu.edu](mailto:byersbro@wsu.edu)
- Arpita Goswami Chanda: [a.goswamichanda@wsu.edu](mailto:a.goswamichanda@wsu.edu)

### **Animal Sciences:**

- Amelia Johnson: [ansci.personnel@wsu.edu](mailto:ansci.personnel@wsu.edu)

### **Crops and Soil Sciences:**

- Laine Bowie: [lbowie@wsu.edu](mailto:lbowie@wsu.edu)

### **Economic Sciences:**

- Rich Hoeft: [hoeft@wsu.edu](mailto:hoeft@wsu.edu)

**Environmental Sciences:**

- Jessica Billings: [jbillings1976@wsu.edu](mailto:jbillings1976@wsu.edu)

**Food Science:**

- Jane Lawford: [lawford@wsu.edu](mailto:lawford@wsu.edu)
- Sara Spies: [sara.spies@wsu.edu](mailto:sara.spies@wsu.edu)

**Horticulture (Integrated Plant Sciences):**

- Cheryl Rajcich: [cherylr@wsu.edu](mailto:cherylr@wsu.edu)

**Human Development:**

- Angela Merrill: [awight@wsu.edu](mailto:awight@wsu.edu)

Attachment A  
**Internship Learning Plan**  
Washington State University  
College of Agricultural, Human, and Natural Resource Sciences

**Please print clearly or type**

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**This Learning Plan must be completed and approved by all signatories by the first day of your experience. The signed plan should be submitted to your Internship Coordinator and turned in to the CAHNRS Internship Development staff.**

**This Internship Learning Plan is only valid for:**

**CAHNRS Internship Course: #**

As a general rule, students must work three (3) hours per week per academic credit received for the duration of the term. Credit Hours (at a minimum of 45 internship hours completed per credit hour earned) will be awarded at the end of the term based on the successful completion of the internship and all written documents are provided.

**Number of credits to be earned:**

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**STUDENT INFORMATION**

Name:  
WSU ID#:  
Phone:  
Email:  
Major(s):  
Minor(s):  
Academic Grade:

**A minimum number of hours per week you will work:**

**Student Learning Goals:** Please write a brief **Statement of Intent**, describing the internship, specific job responsibilities with expected timelines for completion, including general learning objectives (understanding of industry, etc.) and specific goals (observing techniques, strengthening specific skills, improving communication skills, etc.). Refer to the "Documentation" section of the CAHNRS Internship Handbook for more details.

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# **Internship Learning Plan**

**Washington State University**

**College of Agricultural, Human, and Natural Resource Sciences**

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**Internship Learning Plan**  
Washington State University  
College of Agricultural, Human, and Natural Resource Sciences

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**INTERNSHIP SITE INFORMATION**

**Organization Information**

Organization Name:

Address (*street, city, state, zip code*):

**Internship Mentor**

Name:

Job Title:

Phone:

Email:

**Internship Details**

Internship Starting Date:

Internship Completion Date:

Internship Location/Dept:

Hours per Week on Internship:

Intern's Wage:

Other compensation:

List the intern's responsibilities or provide a separate job description.

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**Internship Learning Plan**  
Washington State University  
College of Agricultural, Human, and Natural Resource Sciences

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**CAHNRS - INTERNSHIP COURSE INSTRUCTOR INFORMATION**

Name:  
Title:  
Phone:  
Email:

Academic expectations vary per department.

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**SIGNATURES**

**Student Intern:** I accept the responsibilities as stated in this agreement. I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and adhere to the relevant organizational policies, procedures, functions, and standards of ethical conduct.

Signature:  
Printed Name:  
Date:

**Faculty/Staff Mentor at Internship Site:** I have discussed the internship and this agreement with the student. I agree to provide the intern with an orientation concerning organizational policies, procedures, and functions, and internship responsibilities and to meet regularly with the intern. I also agree to conduct a final evaluation of the student intern's work.

Signature:  
Printed Name:  
Date:

**WSU Internship Course Instructor:** I agree to make myself available to talk with the student and/or supervisor throughout the internship experience.

Signature:  
  
Printed Name:  
Date:

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**Affiliation Agreement**

WSU Contract # \_\_\_\_\_

Washington State University  
College of Agricultural, Human, and Natural Resource Sciences  
Internship Agreement

This Agreement is between \_\_\_\_\_ (the "Industry Partner") and Washington State University ("WSU"), by and through its College of Agricultural, Human, and Natural Resource Sciences ("CAHNRS"), regarding an internship ("Internship") for the following WSU student: \_\_\_\_\_ ("Student") who is enrolled in the \_\_\_\_\_ Program at WSU ("Program"). The parties agree as follows:

1. Purpose: The Program includes a requirement or recommendation for the Student to acquire experience in a professional setting prior to graduating from WSU. The Industry Partner has suitable experiences, supervisors, and facilities available for the educational experience of the Student. It is mutually beneficial to WSU and Industry Partner to have the Student participate as intern/practicum student at the Industry Partner's site. Therefore, the purpose of this Agreement is to outline the cooperative arrangements, duties and responsibilities for the Internship.

2. Internship Plan: In conjunction with this Agreement and with the CAHNRS Internship Handbook ("Handbook") (a copy of which has been provided to the Industry Partner, and which is incorporated by this reference), WSU, the Student and the Industry Partner will develop an Internship Learning Plan in the form of or substantially in the form of the sample included as Attachment C-1 to this Agreement, setting forth the specifics of the Internship, including details such as duration of the Internship, Student responsibilities, and Industry Partner responsibilities.

3. Coordination and Communication: WSU and Industry Partner will coordinate and cooperate regarding the Student's Internship. Each party will designate a liaison for such communications. Unless the parties decide otherwise, the liaison for the Industry Partner is the person who will serve as the Internship Course Instructor for WSU (as described in the Handbook), and the liaison for WSU is the person who will serve as the CAHNRS Internship Coordinator, as described in the Handbook. Those persons are as follows:

Liaison/Internship Course Instructor WSU:

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Liaison/Internship for Industry Partner:

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
\_\_\_\_\_

Either party may change the designated liaison or his or her contact information by notice in writing.

4. Orientation and Supervision: The Industry Partner will orient the Student to the policies, rules and schedules of the Industry Partner's site. The Industry Partner will assign a direct supervisor (who may also be the Internship Mentor) who will be on-site or readily available by phone or other electronic means for consultation, supervision and direction for the Student.

5. Professionalism: The Industry Partner will provide the Student with adequate workspace and resources needed to conduct Internship activities. The Industry Partner will treat Student as a professional.

6. Student Status; Compensation: While engaged in the Internship, the Student shall retain the status of a student working towards the fulfillment of a degree requirement. The Student is not an employee or agent of WSU. The Student shall not displace regular employees of the Industry Partner.

(Choose One)

- a. \_\_\_\_\_ Compensation shall be negotiated between the Student and Industry Partner.
- b. \_\_\_\_\_ The Student is not entitled to any monetary or other remuneration for services performed at the Industry Partner's site.

Responsibility for payment of taxes lies with the Student and Industry Partner, as determined by applicable law.

7. Evaluation: Evaluation of the Student will follow the guidelines set out in the Handbook. Further information, including website links and guidelines, is provided in the "Documentation" section of the Handbook.

8. Removal of Student: The Industry Partner may remove the Student from placement for violating Industry Partner rules and regulations or for such actions as the Industry Partner views as detrimental to its operations. The Industry Partner will consult with WSU before final action is taken.

9. Inspection: Industry Partner will permit, on reasonable notice and request, the inspection of the Industry Partner's facilities by agencies charged with responsibility for accreditation of WSU.

10. Compliance With Laws, Nondiscrimination: Each party will each comply with all state and federal laws applicable to this Agreement, including but not limited to the Family Educational Rights and Privacy Act (FERPA). Each party certifies that it will not discriminate in the performance of this Agreement on the basis of any legally protected characteristic, including but not necessarily limited to race, color, national origin, gender, sexual orientation (to include gender identity), religion, veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability, will not maintain facilities which are segregated on the basis of race, color, religion or national origin, and will comply with the Americans with Disabilities Act of 1990, as amended, regarding programs, services, activities and employment practices.

11. Liability Provisions:

- A. Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.
- B. WSU and its officers, employees, and agents, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Program and

the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against WSU and its employees, officers, and agents in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130. The parties expressly acknowledge and agree that WSU's liability and indemnification obligations hereunder, if any, shall not exceed WSU's coverage limits (as to type and amount) as described in the State of Washington Self-Insurance Liability Program and the Tort Claims Act.

- C. The Industry Partner maintains liability coverage for its employees, officers, and agents in the performance of this Agreement, and further provides the means for defense and payment of claims that may arise against the Industry Partner or such individuals.
- D. WSU's insurance does not cover Students, nor may WSU require Students to obtain insurance. Students participating in the Internship may, at their discretion or in order to satisfy a requirement of Industry Partner, obtain coverage in the form of an experiential student policy offered through Washington State University or acquired by the Student through another source.

12. Entire Agreement: This Agreement, including documents incorporated by reference, and any Internship Plan to be attached hereto constitute the entire agreement between the parties. The parties may modify this Agreement by a subsequent written agreement executed by the parties.

13. Governing Law: This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington. The provisions of this Agreement shall be construed to conform to those laws.

14. Notices: All notices, requests, or other communications given from one party to the other will be in writing and will be emailed, mailed by first-class mail, or transmitted by hand delivery or facsimile, addressed to the respective party liaison specified above. All notices, requests or communications that are not hand delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile or email transmission.

15. Authorized Signatures: The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

FOR WASHINGTON STATE UNIVERSITY

Recommended by CAHNRS Internship Coordinator:

Signature: \_\_\_\_\_  
Printed Name: Judy Hopkins  
Title: Internship and Development Coordinator  
Date: \_\_\_\_\_

Approved by CAHNRS Delegate:

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

FOR INDUSTRY PARTNER:

Recommended by Internship Course Instructor

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Recommended by Supervisor:

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_