

**DePaul University
Department of Chemistry**

CHE392 Experiential Learning Research Contract

Internship Advisor: _____

Faculty Advisor: _____

Research Student: _____

Student ID number: _____

Student email address: _____

Quarter taken (circle): Autumn Winter Spring Summer I Summer II

Year: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Quarter hours (circle): 4.0 2.0

Students must have a total of 4.0 credit hours in experiential learning in order to fulfill the requirements of the Liberal Studies Program. If the 2.0 credit hour option was chosen above and you have already completed 2.0 credit hours of CHE392, please indicate the session in which that credit was earned:

Quarter taken (circle): Autumn Winter Spring Summer I Summer II

Year: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Undergraduate internships should be taken seriously. More than in other academic courses, your results are usually tied directly to time spent at your internship; hence your time must be scheduled each week. Part of your internship experience will involve demonstrating reliability and responsible behavior in the workplace.

Students enrolled in Chemistry 392 are expected to:

1. Work on their internship project weekly. A minimum of ten hours per week is expected.
2. Attend and participate in all CHE392 assignments and activities, as indicated by your internship and faculty advisors.
3. Attend weekly meetings with your internship and faculty advisors. At this time, successes and problems with your project will be discussed within the confines of those working on similar type projects.
4. Check your email at least once a day.
5. Get your notebook checked and initialed by your internship advisor prior to leaving for the day. If you fail to keep a detailed lab notebook, you will not be allowed to continue. You are also expected to turn in brief, weekly written reports to your internship and faculty advisors.
6. Attend chemistry related presentations by invited speakers.
7. Review the ethical guidelines for chemists described by the American Chemical Society at: <http://pubs.acs.org/page/policy/ethics/index.html>. Based on your review of these guidelines, write a two-page reflection on how these guidelines apply to your internship. This reflection will be incorporated into your final report (see below).
8. Submit a formal written report fully describing your internship project. *A final copy of this report must be deposited with the chemistry chair.* The details of this report should be discussed in advance with your internship and faculty advisors. This research report must include the ethics section described above.

You are responsible for talking to your advisors about any additional or specific expectations. These may include giving a formal presentation of your results (in the form of a poster or a talk) to the department.

Grading

Your internship and faculty advisors will assign your final grade. Some of the things they will consider are:

1. The quality of your effort toward your internship project;
2. Hours worked/reliability;
3. Record keeping and the quality of your final paper;
4. Your presentations at CHE392 meetings and to the department;

In addition, both you and your internship advisor should review the general expectations for Junior Year Experiential Learning Requirement:

<http://liberalstudies.depaul.edu/FacultyStaffResources/CourseProposalGuidelines/JuniorYearExperientialLearning.asp>

The letter grade for this course will not be entered until the student has turned in a final paper to the instructor, with a copy to the chair. Suggested letter grades and their requirements are listed below.

- A grade of "C" will be assigned for meeting minimum expectations.
- A grade of "B" will be assigned for going above the minimum expectations and displaying some degree of ingenuity and persistence.
- A grade of "A" can be earned by meeting all of the above requirements plus displaying a high degree of enthusiasm.

Please note that no grade will be assigned until your laboratory space is clean and has been inspected and the key to your research space (if applicable) has been returned to the departmental assistant.

Signature of Faculty Advisor Date

Signature of Internship Advisor Date

Signature of Student Date

Please submit a copy of this signed contract to the main office.

_____ Office use only _____

Term: |_|_|_|_| Class number: |_|_|_|_|_| To CHE: ___/___/___ Rpt ___/___/___ |_|

Term: |_|_|_|_| Class number: |_|_|_|_|_| To CHE: ___/___/___ Rpt ___/___/___ |_|