CANCER RESEARCH EXPERIENCE FOR STUDENTS (CaRES) PROGRAM
INTERN/ PRECEPTOR AGREEMENT FORM

STUDENT AND PRECEPTOR INFORMATION

STUDENT NAME ____________________________________________ CONTACT NUMBER _________________________

SCHOOL __________________________________________________

DEPARTMENT / DIVISION/ PROGRAM ____________________________

PROGRAM ADMINISTRATOR ____________________________________

PRECEPTOR _________________________________________________

PROJECT INFORMATION

PROJECT TITLE: _______________________________________________

EXPECTED START AND END DATES (mm/dd/yy): ___________ TO ___________

APPROVED TIME ALLOCATION: ___________/hours per week

CaRES INTERN RESEARCH DEVELOPMENT PLAN

INSTRUCTIONS:
CaRES interns should complete this form and discuss it with your preceptor to determine the professional and cancer research objectives for your internship, activities necessary to accomplish the objectives, and the anticipated final outcomes.

INTERNSHIP OBJECTIVES:
CANCER RESEARCH ACTIVITIES:

ANTICIPATED OUTCOMES:

THE STUDENT AGREES TO:

A. Consider him/herself an integral part of the participating research team and adhere to the guidelines, rules and regulations of the team.
B. Prepare thoroughly for each task to be carried out related to the internship.
C. Determine, with the agreement of the preceptor, objectives, activities, and outcome(s) of the internship.
D. Consult with the preceptor if unsure of expectations on how to determine appropriate actions required for cancer research project.
E. Be aware of all provisions of the internship expectations and agreements.
F. Exhibit professionalism in all aspects of the internship including attendance, appointments, meetings, and discussions with supervisors and others.
G. Complete the agreed upon hours of contact time in the participating department and keep a log of activities.
H. Evaluate the internship experience and provide feedback if requested by mentor and CaRES program evaluation staff.
I. Inform preceptor of anticipated absences.
J. Inform CaRES faculty and staff of issues between preceptor and student that cannot be resolved.

THE PRECEPTOR AGREES TO:

A. Before the internship begins, discuss with the student in the objectives, activities, and outcomes(s) of the internship
B. Explain the structure and function of the lab/department/division.
C. Introduce the student to collaborating research staff.
D. Serve as a mentor and provide supervision for the student during the CaRES experience.
E. Invite the student to appropriate meetings.
F. Provide a model of professional work habits and attitudes.
G. Evaluate student performance and provide results to CaRES program staff when requested.
H. Meet with the intern on a regular basis or have associates involved with the project meet with intern to provide feedback and monitor progress.
I. Inform CaRES faculty and staff of issues between preceptor and student that cannot be resolved.

Student Intern: ________________________________ Date: __________

Preceptor: ________________________________ Date: __________