



Internship Agreement

• TECHNOLOGY •

	Intern Organization	Intern	Faculty Supervisor
Name	[REDACTED]	[REDACTED]	Pam McGee
Company Name	[REDACTED]	[REDACTED]	MSU Moorhead
Mailing Address	[REDACTED]	[REDACTED]	Technology Department
City/State/Zip	[REDACTED]	[REDACTED]	Moorhead, MN 56563
Phone	[REDACTED]	[REDACTED]	218.477.2466
Fax	[REDACTED]	[REDACTED]	218.477.5958
E-mail	[REDACTED]	[REDACTED]	mcgeepa@mnstate.edu

Academic credits: 8 Dates of Internship: Begin 7-6-12 End 8-31-12

Compensation: [REDACTED] Hours per week: 40 Total Hours: 240

INTERNSHIP JOB DESCRIPTION AND LEARNING OBJECTIVES:
 (If more space is needed, please attach a second page.)

• **Training Activities**

- Develop a solid overview of Beckman Coulter systems and immunoassay tests pertinent to the Product Management group at the Beckman Coulter Chaska development center. Take training courses via Knowledge Connection software on the Access 2 system (overview and for Service Engineers), the Clinical Lab, Immunoassays (overview and for Service Engineers), Customer Feedback/Global CAPA Process, Handling Customer Complaints & Servicing in a Regulated Industry, Basic Immunoassay QC, Prostate Disease (Product Line pertinent to Intern Projects)
- Safety Training (mandatory for all Beckman Coulter employees)
- Reagent and Instrument Manufacturing Tours
- Call Center Shadowing
- Interviews with Beckman Coulter personnel in various departments, including, but not limited to Product Management, Program Management, Manufacturing/Operations, Planning, Quality Control/Regulatory, Product Development, Technical & Customer Support.
- Corporate Reviews (Danaher Corporate Overview on Beckman Coulter Intranet site)
- SOPs related to Operations (manufacturing, inventory, materials, supply chain, environmental safety)
- Lotus Notes Applications Database (review of pertinent information to Prostate Disease products)
- Prostate Disease Product Reviews (Instructions for Use on PSA, Free PSA and the Prostate Health Index immunoassays, journal publications relating to these products)

• **Attend Company & Department Meetings (as appropriate). Including, but not limited to:**

- Weekly Product Management Team Meetings
- Sales & Operations Meeting (monthly)
- Commercialization Team Meetings
- Customer meetings
- Company meetings/events

Copies to: Student/Employer/Faculty Supervisor
 Hard copy with signatures required for internship file

01/01/2002

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Fax	[Redacted]		218.477.5958
E-mail	[Redacted]		mcgeepa@mnsstate.edu

Academic credits: 10 Dates of Internship: Begin 9-4-12 End 1/27/13
 Compensation: [Redacted] Hours per week: 20 Total Hours: 400

INTERNSHIP JOB DESCRIPTION AND LEARNING OBJECTIVES:
 (If more space is needed, please attach a second page.)

- take part in implementation of new quality procedures
- internal and external quality issues
- internal audits
- assist with duties related to material planning, production planning, Logistics
- take ownership for a customer account and follow through the operations, ie. production, q'lty, shipping
- process improvement

EVALUATION PROCEDURE:

A formal internship evaluation will be mailed to the organization Intern Supervisor to be completed and returned to the Technology Department within 10 days from the intern's last workday. The formal company evaluation may be attached but we request the MSUM formal internship evaluation be completed. The formal evaluation is an integral part of our ongoing assessment process.

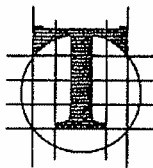
AGREEMENT SIGNATURES:

Student: [Redacted] Date: 8/22/12
 Faculty Supervisor: [Redacted] Date: 8/22/12
 Organization Intern Supervisor: [Redacted] Date: 8/22/12

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E-mail	[REDACTED]		mcgeepa@mnstate.edu

Academic credits: 8 Dates of Internship: Begin 8-27-12 End 9-19-12
 Compensation: _____ Hours per week: 40 Total Hours: 320

INTERNSHIP JOB DESCRIPTION AND LEARNING OBJECTIVES:
 (If more space is needed, please attach a second page.)

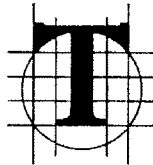
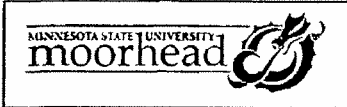
- MAKE A PROJECT MORE LEAN BY IMPLEMENTING NEW SOFTWARE.
- SCHEDULES IN A EXCEL SPREADSHEET.
- COST ESTIMATE FOR A PROJECT.
- SIX SIGMA IN A PROJECT.
- MANAGING A TEAM. (GETTING NEW EMPLOYEE SET UP THE WAY WE DO THING & LEAD HIM TO SUCCESS.)
- INVENTORY IN A PROJECT.
-

EVALUATION PROCEDURE:

A formal internship evaluation will be mailed to the organization Intern Supervisor to be completed and returned to the Technology Department within 10 days from the intern's last workday. The formal company evaluation may be attached but we request the MSUM formal internship evaluation be completed. The formal evaluation is an integral part of our ongoing assessment process.

AGREEMENT SIGNATURES:

Student: [REDACTED] Date: 8-6-2012
 Faculty Supervisor: [REDACTED] Date: _____
 Organization Intern Supervisor: [REDACTED] Date: 8-6-12



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Name	[Redacted]		Pam McGee
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Mailing Address			Technology Department
City/State/Zip			Moorhead, MN 56563
Phone			218.477.2466
Fax			218.477.5958
E-mail			mcgeepa@mnstate.edu
Tech ID			

Academic credits: 5 Dates of Internship: Begin 8/27/12 End 9/27/12

Compensation: [Redacted] Hours per week: 40 Total Hours: 200

INTERNSHIP JOB DESCRIPTION AND LEARNING OBJECTIVES:

(If more space is needed, please attach a second page.)

- Setup, adjust, and perform operational checking of product components and systems.
- Test and troubleshoot a variety of products and machines.
- Read, understand, and follow schematics or drawings.
- Ensure final products meet order specification.
- Responsible for being aware of and complying with all quality policies.
- Continuously identifying opportunities for improvement.
- Perform preventative maintenance, routine, repair, and calibration of product and equipment such as wiring and cabling.
- Develop, update, and validate documentation on the various technical processes performed.

EVALUATION PROCEDURE:

- Responsible and being aware of and complying with all safety policies while continuously identifying opportunity for improvement.

A formal internship evaluation will be mailed to the organization Intern Supervisor to be completed and returned to the Technology Department within 10 days from the intern's last workday. The formal company evaluation may be attached but we request the MSUM formal internship evaluation be completed. The formal evaluation is an integral part of our ongoing assessment process.

AGREEMENT SIGNATURES:

Student: [Redacted Signature]

Date: 8/24/12

Faculty Supervisor: [Signature]

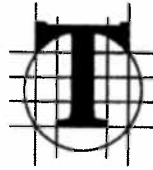
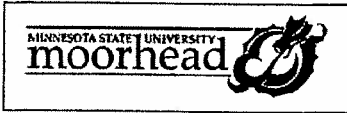
Date: 8/24/12

Organization Intern Supervisor: [Signature]

Copies to: Student/Employer/Faculty Supervisor

Date: 8/24/12

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E-mail	[REDACTED]		mcgeepa@mnstate.edu

Academic credits: 12 Dates of Internship: Begin 07/20/12 End 10/07/12

Compensation: [REDACTED] Hours per week: 36 Total Hours: 432

INTERNSHIP JOB DESCRIPTION AND LEARNING OBJECTIVES:

(If more space is needed, please attach a second page.)

1. Plan daily work assignments and periodic rotations for assigned employees to meet objectives. Delegate routine and important tasks. Share responsibility and accountability for schedule, quality of product and safety with direct reports. Set clear objectives and measures, monitors progress and results.
2. Participate in the hiring and selection process. Interview and recommend potential candidates.
3. Maintain and support on-going training programs. Participate in the development of new or updated training programs. Provide tasks and assignments that challenge and stretch employee's abilities. Conduct regular discussions with employees on personal development.
4. Regularly meet one-on-one with assigned employees to verbally review performance. Provide current, direct, complete, and action-able feedback that is both constructive and positive.
5. Communicate regularly to assigned employees on matters such as business conditions, goals, trends, accomplishments, pay plan updates, and information on benefits and policies.
6. Demonstrate knowledge of, and consistently and fairly administer and support company policies, procedures and guidelines.
7. Perform system and process audits of the production line and assigned personnel.
8. Use Oracle (ERP) to follow-up on customer orders and to review inventory. Use Net Term to key employee Timesheets into the payroll system.
9. Attend and prepare for Instrument Builder bi-weekly communication meetings.

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AGREEMENT SIGNATURES:

Student: [REDACTED] Date: 8/10/12

Faculty Supervisor: [REDACTED] Date: _____

Organization Intern Supervisor: [REDACTED] Date: 8/6/12

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