

Internship Agreement Form

Adapted from Birmingham-Southern College and Stetson University

As an Intern, I will:

- Positively represent the college through professional behavior, polished communication, and conscientious performance of all projects and assignments;
- Follow procedures, policies, and regulations of the internship organization;
- Provide all paperwork, records, or reports required by the college or the organization;
- Take advantage of networking events, training sessions, and other opportunities offered by the employer;
- Meet regularly with an on-site supervisor for feedback and coaching;
- Complete an evaluation of the overall internship experience; and
- Immediately notify the college of the failure of any party to meet the agreed-upon expectations.

Signature _____

As an Employer/Supervisor, I will:

- Provide the intern with an orientation session, including an introduction to coworkers, an org chart, and a general overview of the organization;
- Assign projects of rigor and depth that allow the intern to apply knowledge and learn new skills, and provide the instruction necessary for the intern to successfully complete assigned tasks;
- Invite the intern to participate in meetings, training sessions, networking events, and other opportunities to learn more about the industry;
- Be available for answering questions, and meet regularly with the intern to gauge progress and offer feedback;
- Allow the intern to work according to the school's academic calendar (i.e., allow time off for school-wide breaks);
- Ensure the intern is treated respectfully and professionally;
- Complete an evaluation of the intern at the end of the term; and
- Immediately notify the college of the failure of any party to meet the agreed-upon expectations.

Signature _____

As the sponsoring Faculty Member, I will:

- Work with the student and on-site internship supervisor to define learning outcomes;
- Facilitate critical reflection through journals, blogs, and/or student group discussions;
- Assess the overall learning that takes place during the internship.

Signature _____

BOTH THE INTERN AND THE SUPERVISOR MUST AGREE TO AND INITIAL THE FOLLOWING:

We will maintain open communication with College faculty and/or staff regarding problems or inability of employer or intern to meet the expectations above. _____

It is understood by both parties that this internship is compensated at a rate of \$_____. _____

OR

It is agreed that no compensation will be provided for this internship. _____

It is agreed that there is no guarantee of employment following the completion of the internship. _____

Sample Learning Plan

Borrowed from St. Olaf College

The purpose of the Learning Plan is to think through your goals for *academic learning and/or application* prior to the internship experience. While you are likely to learn comprehensively during your internship experience, focusing on a few key academic learning goals will facilitate the learning process throughout the internship. You should consider **at least two academic learning goals** (including one related to skill development & citizenship), and **at least one goal related to professional development**. Learning goals should be reflective, intentional, relevant to your internship experience, and complemented with strategies that allow you to work toward your goals.

Here are a few ideas for how to state your learning goals:

“I will demonstrate the ability to...”

“I will apply theory/concepts/learning from _____ courses to...”

“I will learn/develop...”

“I will intentionally explore...”

SKILL DEVELOPMENT & CITIZENSHIP: Depending on the focus of your internship, you will likely have a chance to develop discipline-specific and/or transferable skills. Discipline-specific skills will depend on your major/concentration (e.g. medical record keeping, accounting, creative design, editing). In addition to discipline-specific skills, consider the following transferable skill areas as you contemplate your learning goals.

- Critical thinking
- Information literacy
- Communication
- Leadership
- Citizenship (e.g. organizational citizenship, global citizenship)
- Organizational/planning

PERSONAL/PROFESSIONAL DEVELOPMENT, CAREER AWARENESS: In addition to your academic learning/application goals, consider how this experience will allow you to develop professionally. Consider your values, skills, interests, abilities and how they may impact or be impacted by this learning experience. Take every opportunity to learn about specific career positions and occupations, training required, professional development opportunities. Consider how this internship will contribute to your understanding of the workplace, operational procedures, organizational culture/structure, sense of the overall work environment. Contemplate your short-term and long-term career goals.

Learning Goals What you want to learn or be able to do	Learning Strategy How you are going to learn; resources you will use	Methods of Assessment How you will show you learned it
<i>List at least two primary goals for academic learning/application.</i> 1. 2.	<i>Use your internship job description as a guide.</i>	<i>Consult your course syllabus for details of reflective opportunities and final products.</i>
<i>Additional learning goals related to personal/professional development and career awareness:</i>		

