

### Internship Duties and Activities to Fulfill Learning Outcomes

*List of the internship and specific activities to be completed.*

(The faculty supervisor will provide guidance in initial preparation of this section with input from the site supervisor.)

Student Signature: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

| Student Intern                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
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| Student Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Phone:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Email:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Anticipated Date of Graduation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Home Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Major:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Degree:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Term/year* in which you are seeking credit:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| * Term must match time period in which most or all of internship is underway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Intern Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <p>As a student seeking credit for an internship experience, I agree to:</p> <ul style="list-style-type: none"> <li>• Obtain approval from my faculty supervisor or the faculty member designated to approve internships in the department granting the credit for the proposed internship and site;</li> <li>• Work with my faculty supervisor to complete the Internship Learning Agreement, obtain appropriate signatures, and submit by the deadline;</li> <li>• Satisfy all financial obligations for the internship including tuition and fees;</li> <li>• Perform to the best of my ability those tasks assigned by my site supervisor which are related to my learning objectives and to the responsibilities of this position;</li> <li>• Abide by (campus) Student Conduct Code and academic policies, and follow all the rules, regulations and normal requirements of the internship site;</li> <li>• Complete the academic requirements outlined in this ILA under the guidance of my faculty supervisor;</li> <li>• Notify the faculty and site supervisors of any changes I need to make in this agreement or of any problems that may develop during the on-the- job experience;</li> <li>• Complete both the periodic and final evaluation forms in a timely manner</li> </ul> |  |
| Student Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

| Faculty Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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| (This section must be completed and signed by the faculty supervisor or designated departmental representative)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| Faculty Supervisor Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Title/Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Primary Contact Phone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Office Phone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Email                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Department Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Academic Criteria:<br>See the department's Internship Syllabus/Course Description for specific academic requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <p>As a Faculty Internship Supervisor, I agree to:</p> <ul style="list-style-type: none"> <li>• Weekly exchange with the student to provide guidance, support and evaluation</li> <li>• Visit the internship site (if possible) and contact the site supervisor periodically during the semester to discuss the student's performance (using the most appropriate means of communication);</li> <li>• Assess the student's learning based upon internship duties, a daily journal or log, communication with the site supervisor, the site supervisor's evaluation, completed activities required by the department including specified hours at the site, and the final student paper or other assignments. Review online student and site evaluations and communicate appropriately. Submit appropriate paperwork for final credit and grades.</li> </ul> |  |
| Faculty Supervisor Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

| Internship Site Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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| (This section must be completed and signed by the site supervisor or appropriate site representative.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| { <i>Campus name</i> } greatly appreciates you hosting our intern. Your role is integral to the student's internship experience and success.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Site Supervisor Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Business/Organization Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| Title/Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Email                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Phone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Fax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <p>As a site supervisor for this internship, I agree to:</p> <ul style="list-style-type: none"> <li>• Provide an orientation to the internship site</li> <li>• Provide opportunity for the student to meet professionals in my field</li> <li>• Clearly discuss the requirements of the internship with the student intern;</li> <li>• Work with the student to complete on-site goals, duties and learning objectives;</li> <li>• Provide ongoing supervision and feedback to the student on his/her performance;</li> <li>• Communicate with the faculty supervisor and meet with him/her during the site visit or other method of communication;</li> <li>• Complete both the periodic and final evaluation forms in a timely manner.</li> </ul> |  |
| Site Supervisor Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

| For College Use Only                                                                                |  |
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| As authorized representative of (Campus), I approve the above agreement between the listed parties. |  |
| Dean                                                                                                |  |
| Date                                                                                                |  |