**Internship Learning Agreement: Student Intern**

*Return this form to your program’s internship coordinator.*

|  |  |
| --- | --- |
| **Student Name:**  | **Internship Supervisor’s Name:** |
| **Name of Internship Site:**  | **Internship Location:** |

The purpose of the Internship program is to provide practical learning experiences for students during which they use and develop skills and knowledge learned in the classroom. The experience provides on-the-job experience, the opportunity to build professional networks, and sometimes leads to full-time employment after graduation.

**Important Points:**

1. All Internships are graded on a pass/fail basis.
2. Students may not earn more than three units of internship credit toward a degree. However, students should note that at least 30 of the 33 academic units used to meet degree requirements must be taken for a letter grade.
3. It is the student’s responsibility to budget for overload fees in the event they have surpassed the maximum number of classes taken. An overload fee is applicable to each full course unit taken *in excess of five course units* in one term.

**Expectations:**

**As a student seeking credit for an internship experience, I agree to:**

* Work a *minimum of 120 hours* at the internship site;
* Meet with the Site Supervisor and sign the Internship Learning Agreement after the list of duties have been decided.
* 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;
* Follow all rules, regulations, and requirements of the internship site;
* Meet with the Internship Coordinator as needed or requested to discuss internship progress;
* Maintain an ongoing critical reflection by completing the internship journal on ePortfolio (prompts will be provided);
* Produce a poster about my internship and participate in an internship showcase (instructions will be provided);
* Submit a final reflection paper (instructions will be provided);
* Complete an evaluation of the internship;
* Contact the Internship Coordinator to drop the internship from my schedule if I cannot complete it.

**Learning Objectives:**

Identify three to five learning objectives that you plan to accomplish during your internship. Objectives should include: skills and knowledge you hope to gain, personal and professional growth you hope to achieve, and civic perspectives you hope to appreciate. The first objective has been filled in for you.

|  |  |
| --- | --- |
| 1. | Apply skills and knowledge learned in the classroom to a professional setting. |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**I have read and understand the internship guidelines listed on this form.**

**Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**