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# COTTEY

1000 West Austin, Nevada, Missouri (417) 667-8181

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## INTERNSHIP LEARNING CONTRACT

The Internship Learning Contract is a mutual understanding among the student, the Internship Site Supervisor and the College (the Faculty Sponsor). The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor, **prior to the start of the Internship**, a plan for the duration of the Internship experience.

The goal of an internship is to enhance the learning experience. This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the organization, as well as setting goals to continue professional growth and development. *Cottey College reserves the right to approve or reject internship sites and Internship Learning Contracts.*

**Student name:** \_\_\_\_\_

**Address during internship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Student status:** First-year, second-semester    Second-year    Third-year    Fourth-year  
(circle one)

**Present GPA:**       Semester    \_\_\_\_\_

                                 Cumulative    \_\_\_\_\_

**Semester of internship:**    Fall                    Spring                    Summer  
(circle one)

**Number of semester hours of credit:** (1 or 2 during fall/spring; 1 to 3 during summer)

**Number of hours anticipated worked per week (or over specified period of time if not carried out over a 15-week semester):** \_\_\_\_\_

**Faculty sponsor:** \_\_\_\_\_

### Internship Information:

Internship site: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site supervisor name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Organization's website: \_\_\_\_\_

**NOTE:** *This section must be completed in its entirety before the Contract is signed.*

**1. Internship description:** Describe the organization you will be working for and the functions it performs.

**2. Statement of ability:** Provide information about your current skill level and ability (scheduling, etc.) to engage in the internship. List any coursework taken that has prepared you for the internship.

**3. Learning objectives:** What knowledge, skills and competencies will you gain from this experience? What academic knowledge will you apply during your internship? How will the internship contribute to your long-range career goals?

**4. Tasks and strategies:** What job duties will you perform? Include your title and a specific list of job responsibilities. (You and the on-site supervisor should prepare title and duties with input from the faculty sponsor).

**5. Faculty evaluation methods:** Specify documents (journal, paper, portfolio, supervisor evaluations) or other methods of evaluation (student interview, supervisor interview, regular student meetings) that will be used to assess progress and performance. Also list dates of scheduled conferences with faculty supervisor if these will be part of the evaluation.

**Responsibilities of student:** The student shall learn as much as possible about the internship site's policies, people, programs, and activities; show honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn at the workplace; commit to a time frame with the internship site and fulfill all tasks agreed upon, as outlined in the Internship Learning Contract; be in regular attendance during the internship period; respect confidentiality; serve in a manner that preserves the reputation and integrity of Cottey College; complete all faculty sponsor assignments/evaluations; conform to the rules and regulations of the internship site; and consult with Cottey about any difficulties/problems arising at the internship site related to the internship program.

**Responsibilities of faculty sponsor:** The faculty sponsor shall monitor the student throughout the internship experience; consult with the internship site on the student's learning objectives; assist the student/internship site supervisor with any difficulties/problems on the internship site; and assist in the evaluation of the student.

**Responsibilities of internship site supervisors:** The internship site supervisor shall provide a **variety** of work experiences for the student that will contribute to her education and to the attainment of her career objectives; provide orientation and on-the-job training for the student; adhere to all federal and state regulations where the student is involved; provide time for consultation with Cottey College concerning the student and to discuss any difficulties the student may be having; provide available instruction material and occupational guidance for the student; provide appropriate direction and supervision; evaluate the student's internship performance using the Employer Evaluation of Intern (EEI) form and returning the EEI form to the faculty sponsor.

**Responsibilities of Experiential Learning Coordinator:** The experiential learning coordinator will assist the student with resources to locate and secure an internship position, provide orientation to the student internship experience, assist the student, internship site supervisor, and faculty sponsor with any difficulties that may arise during the internship experience, and provide overall continuity with the internship program

**All parties agree to not discriminate on the basis of race, ethnicity, color, religion, gender, sexual orientation, age, national origin, or disability. No party shall disclose or use any information of a private, confidential or proprietary nature without prior written permission, except as required by law.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Registrar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Experiential Learning Coordinator

\_\_\_\_\_  
Date