

Part II. Internship Site Information

Please note that if you are planning to use a present or previous employer, 2 job descriptions will need to be submitted to validate that new learning experiences will take place. At least 60% of your duties during the internship must be new. Both the present job description and the new internship position responsibilities must be submitted on company letterhead.

Site Supervisor: _____ Title: _____

Company/Business: _____

Address: _____ City, State _____ Zip: _____

Phone Number: _____ EXT: _____ Email: _____

Internship Position Title: _____

Internship Start Date: _____ End Date: _____

Hours/Week: _____ Hourly Wage/Stipend: _____

PLEASE LIST ANY OTHER LOCATIONS THAT ARE PART OF YOUR COMPANY/BUSINESS AT WHICH THE STUDENT MAY PERFORM WORK DURING THE INTERNSHIP

ADDRESS

PHONE NUMBER

SUPERVISOR

CRITERIA FOR POSITION DESCRIPTIONS

- ⇒ The employer will provide a high quality work/learning environment for the student.
- ⇒ The internship position is one that incorporates new learning and will allow students to increase their confidence level and develop professional skills.
- ⇒ The employer will provide appropriate supervision/mentoring for the student during the work experience.
- ⇒ The position must be related to the student's career interests.
- ⇒ No more than 20% of the student's responsibility may be clerical.
- ⇒ If this is the student's present job, at least 60% of the total hours must be devoted to the new learning objectives.

Part III. Objectives

PLEASE NOTE: Your objectives should be created in conjunction with your site supervisor and your faculty advisor and approved by both of them as designated by their signatures. Please attach your list of objectives to your internship application form. (VMT students should show their checklist to the Director of the CDC in lieu of creating objectives.)

A learning objective agreement outlines what new learning will take place during the internship experience. It is a written agreement negotiated between the student, faculty advisor and site supervisor. The learning objectives must be **specific, measurable, and within the student's ability to accomplish**. The learning objectives agreement helps you manage, and reflect upon, the learning process for your internship. Additionally, it will help the employer better evaluate the student's experience at the completion of the internship.

Each student should identify learning objectives in the learning agreement. All three should include the following:

A. OBJECTIVES:

Internship goals and objectives describe what you intend to learn through your internship. In drafting your initial objectives, you should be specific, about describing the things you hope to learn. Ask yourself if you are hoping to improve or develop specific skills, or to expand your knowledge of a specific field. Examples of good learning objectives are as follows:

“To develop skills in employee compensation planning.”

“To expand my knowledge and understanding of the duties required of a veterinarian in a large animal clinic.”

“To learn how to write an effective press release”

B. ACTIVITIES /RESOURCES:

The learning activities section of the learning agreement describes the specific activities you will complete during your internship to achieve the objectives you have describe above. This is the section of the agreement in which you will itemize the specific projects you will work on, the tasks and responsibilities you will perform, meetings you will attend, interviews you will complete, etc. These activities are largely “employer driven”; frequently outlined in the intern job description. Examples of good learning activities are as follows:

“Work one on one with a client in need of supportive services”

“Interview five professional journalists (i.e. newspaper, etc) regarding responsibilities and qualification.”

“Attend staff meetings bi-weekly and co-facilitate a meeting”

C. EVALUATION/VERIFICATION:

The method of evaluation section specifies how you will demonstrate what you have learned. The evaluation/verification section also serves as an assessment method, determining your progress towards achieving your learning objectives. Examples of evaluation/verification are as follows:

“Written summary of interviews, research and observation.”

“Reflective commentary on what I have learned and what I am most likely to confront in my career”

“Provide samples of constructive feedback on work performed”

Part IV. Approval

I understand that to earn academic credit for the internship, I need to obtain approval from my academic department. During employment, I will maintain open communication with my employer, the Career Center, and my faculty advisor and I will notify each party if there is a change in status. At the end of the semester, I agree to complete an evaluation of my employment experience. I understand that my employer will also complete mid-term and final evaluations my performance. I will complete an evaluation of the site.

Student's Signature: _____

Date: _____

I have consulted with the student in regards to Part II & III of this application. I understand my role as this intern's Site Supervisor. I further understand that I will need to complete mid- and final performance evaluations of the student.

Site Supervisor's Signature: _____

Date: _____

Faculty Advisor's expectations/assignments:

Student will complete one or more of the following:

- Portfolio Progress Reports Journal Presentation Research Paper Final Paper
 Other _____

Faculty Advisor's Comments:

Faculty Advisor's Signature: _____

Date: _____

Academic Advisor's Signature (if different than Faculty Advisor): _____

International Student Advisor's Comments:

International Student Advisor (if necessary): _____

Date: _____

CDC Director's Comments:

Career Development Center: _____

Date: _____

Registrar's Comments:

Registrar's Signature: _____

Date: _____

Academic Dean's Comments:

Academic Dean's Signature: _____

Date: _____