

**Internship Learning Agreement**

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| --- | --- |
| Student Intern’s Name |  |
| Phone Number |  |
| Email address |  |
|  |  |
| Faculty Advisor’s Name | Karla Leybold, Student & Alumni Programs Manager |
| Phone Number | 423.439.6075 office; 315.283.0248 cell |
| Email address | leybold@etsu.edu |
|  |  |
| Site Supervisor’s Name/Title |  |
| Company/Organization |  |
| Mailing Address |  |
| City, State, Zip |  |
| Phone Number |  |
| Email address |  |

Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate end date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site-based work expectations (Number of hours per week, number of weeks, total estimated hours): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Semester of Registration \_\_\_\_\_\_\_\_\_\_\_\_\_ # of credits \_\_\_\_\_\_\_\_\_\_\_\_\_

***Please continue to page 2.***

Please describe your learning goals as they relate to the functions of your internship position.

1. What are your educational and professional goals for this internship experience? How do these goals fit into your post-graduation plans?
2. What “deliverables” do you expect to have at the end of this experience that you will share with your faculty sponsor? (This should be determined in consultation with your site supervisor.)
3. Please describe your responsibilities and commitments to your internship site (job description may be attached in lieu of filling in this section).

***Please continue to page 3***

1. Please note that, to receive academic credit and a grade, you will be required to submit weekly reflective journal entries to Ms. Leybold, who will assign you a prompt for each. These will provide the framework for a final presentation to Honor College students, faculty, staff, and guests. Details provided in the course syllabus.

**Faculty Advisor**

As faculty advisor, I agree with the learning goals and academic project outlined in this form. I also agree to support the student’s internship experience by:

* Making myself available to the student intern and the site supervisor during regular office hours or by appointment
* Meeting with the student intern to discuss his/her internship experience and to evaluate the academic portion of the internship, including weekly reflective entries
* Assigning a final grade
* Faculty Advisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Student Intern

I agree with the learning goals outlined above, and I agree to respond to weekly reflective journal prompts provided by Faculty Advisor. I also agree to maintain regular contact with my Faculty Advisor to ensure any workplace issues are addressed promptly.

I also agree to maintain regular communication with my site supervisor and to notify him/her when any such issues arise, or if I cannot report for work as agreed to. I will initiate discussion with my site supervisor regarding potential confidentiality issues associated with my “deliverables” before completing and presenting my work to the Honors College.

* Student Intern’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

***Please continue to page 4.***

**Site Supervisor**

As the site supervisor, I have reviewed and approved the site-specific responsibilities/expectations here outlined and agree to work with this student and his/her faculty advisor in providing an educational internship. This entails the following:

* Orienting the student intern to my organization, its policies, and our employees
* Considering the feasibility of projects based on the intern’s skills, talents, and time
* Maintaining communication with the student during the internship and providing a comprehensive review at its completion.
* Understanding the student’s intended learning goals as they relate to his/her educational, post-graduation, and professional plans.
* Site Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_

Please initial the following statement to indicate agreement.

\_\_\_\_\_ Upon my review and approval, the student has my permission to make the results of his/her internship publically available.