



Internship Learning Objectives and Responsibilities

To be completed prior to course registration.

Quarter: ☐ Summer ☐ Fall ☐ Winter ☐ Spring Year 20_____

Type of Internship: ___ Paid ___ Unpaid Salary \$_____ Start Date _____ End Date _____

Student Information

Student's Last Name

Student's First Name

Student ID

Internship Credits

Title of Internship Position

Internship Hours

Program of study/Program code

Student's Home Address

City

State

Zip code

(_____)_____
Phone

(_____)_____
Fax

Email

Internship Learning Site

Supervisor's Last Name

Supervisor's First Name

Supervisor's Title

Secondary Supervisor's Name & Title

Company Name

Company Address

City _____ State _____ Zip code _____

(_____) _____ (_____) _____
Phone Fax Supervisor's Email

General Description of Internship Position:

Learning Objectives:

Development of Learning Objectives distinguishes internships from regular employment and volunteer positions. Objectives should be measurable goals that can be accomplished through your work experience. Appropriate learning objectives can be developed in the following areas: 1) career exploration; 2) demonstration and development of current skills; 3) acquisition of new skills from the workplace; and/or 4) development of strong human relations skills, such as communication skills, group interaction, conflict management, etc. Each student's learning objectives will be unique for his or her program and work site.

Objective 1:

What: _____

How: _____

Objective 2:

What: _____

How: _____

Objective 3:

What: _____

How: _____

Objective 4:

What: _____

How: _____

Objective 5:

What: _____

How: _____

Please describe 1) the kind of supervision you will receive on site and, 2) a rough schedule that will accomplish the required number of internship hours:

Student Responsibilities:

1. Register for internship credits through program advisor.
2. Keep regular attendance at the college and on the job, notifying the employer and instructor of any anticipated absences.
3. Abide by all state, federal, business site, and college rules and regulations.
4. Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others.
5. Submit verified documentation of hours at the work site to the program instructor and complete the required coursework related to the work-based learning units.
6. Immediately inform the work site supervisor and program instructor of any problems, concerns, and accidents/injuries.
7. Abide by the dress code of the work-based learning/training site.

Internship Site Responsibilities:

1. Comply with Federal and State Labor and Industry regulations.
2. Provide orientation (i.e. safety policies and procedures) and job-specific training.
3. Conform to federal laws prohibiting discrimination on the basis of race, color, national origin, sex, or disability.
4. Provide a safe working environment and report any student accidents and/or injuries.
5. Consult with the program instructor concerning the student's learning plan. The student shall be given the opportunity to gain broad experience in tasks, as possible.
6. Verify attendance and/or time records and provide evaluations to student and college representative regarding performance and skill attainment. Interns, upon request, may review their internship files including the supervisor's evaluation.

College Representative Responsibilities:

1. Provide coordination and support for the students in the work-based learning experience.
2. Confer with the work-based learning site supervisor.
3. On an appointment basis, a program representative may visit the supervisor and student to evaluate the student's progress.
4. The student will be awarded 1 (one) credit per 30 (thirty) working hours in Internship Course for satisfactory completion of work experience included in this training agreement.



5. Document all reported injuries and/or accidents.

Hold Harmless Clause

Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.

Statement of No Supplanting

The student will not reduce or replace the hours of any regular employee at the work site.

EEOC Statement

The College as an educational institution and as an employer does not discriminate on the basis of race, religion, ethnicity, national origin, age, disability, gender, and marital or veteran status. This is a commitment made by the College in accordance with federal, state and local laws and regulations. **This agreement may be amended or terminated if responsibilities are not met.**

_____ Student's Name	_____ Student's Signature	_____ Date
_____ Supervisor's Name	_____ Supervisor's Signature	_____ Date
_____ Instructor's Name	_____ Instructor's Signature	_____ Date