

**Academic Internship Agreement**

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| Career and Employment Services, University of Puget Sound |
| 1500 N. Warner #1081, Tacoma, WA 98416-1081 • 253.879.3161 • ces@pugetsound.edu • www.pugetsound.edu/ces |

**Student Information**

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| Name: | Puget Sound ID: |
| E-mail: | Phone: |
| Start date: | End date: |
| Term (circle one): Fall Spring Summer | Department/credit hours: |

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| **Student:** I accept the academic and internship assignment indicated in this agreement. I agree to complete all assignments promptly and to the best of my ability. Further, I agree to become familiar with and to adhere to the relevant organizational policies, procedures and functions and to appropriate standards of ethical conduct. |
| **Signature: Date:** |

**Instructor and Advisor Information**

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| Name: | Department/Program: |
| E-mail: | Phone: |

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| **Instructor:** I agree to arrange regular meetings with the student to discuss the internship experience, to evaluate the student’s learning, and (when appropriate) to visit the site and/or converse with the internship supervisor. An individualized learning plan/syllabus appropriate for a 1.0 unit academic course is attached to this agreement. |
| **Signature: Date:** |

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| **Faculty Advisor:** I have reviewed the intern’s learning plan/syllabus and support the student in pursuing this internship. |
| **Signature: Date:** |

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| **Dept/Program Chair/Director:** I have reviewed the intern’s learning plan/syllabus and support the student in pursuing this internship. |
| **Signature: Date:** |

**Internship Site Information**

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| Organization: | Website: |
| Internship supervisor: | Title: |
| Street address: | City: State: Zip code: |
| E-mail: | Phone: |
| Internship title: | Hours per week: Total hours: |
| Compensation: □ wage: □ unpaid (please review Dept. of Labor guidelines) □ other reimbursement: \*Offering credit is not an equivalent for compensation. Students pay for the tuition and the course credit is earned through reflection work with the faculty sponsor |

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| **Internship Supervisor:** I have discussed this internship with the student and have negotiated and assigned responsibilities which appear on this agreement and are educational in nature. I agree to provide the intern with an orientation concerning relevant organizational policies, procedures and functions, to meet with the intern regularly, and to be available for counsel, advice, and to offer feedback for the duration of the internship. I agree to conduct a performance appraisal of the student and to welcome a visit from a university official if requested. |
| **Signature: Date:** |

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| IMPORTANT NOTES: *Organizations have an assumed obligation to provide a fair and safe environment for workers and non-workers. If an organization unlawfully discriminates or acts negligently and injury occurs, they may be liable. Students who accept an internship also accept normal risks of their internship responsibilities. This agreement becomes effective when all of the following have occurred: 1) the completed form has been signed by all parties, 2) the original form is brought to the office of Career and Employment Services, and 3) the student is registered for the internship. Revisions and additions may be made by mutual consent of all parties.* |

**Internship Duties and Responsibilities**

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| NOTE: *For 1.0 unit, on-site experience plus academic work must total a minimum of 155 hours (120 on-site, 35 hours academic work)* |
| Internship description: *Provide (or attach) a detailed list of primary responsibilities/duties/projects/tasks/training. Be specific and include the following:** *A list of the specific responsibilities and tasks relevant to the intern’s expectations*
* *The criteria used by the supervisor to evaluate the intern’s performance*
* *The day and time during the week that the student will meet with the supervisor to review performance and progress toward the learning objectives*
* *The date by which the supervisor is to send the intern’s performance appraisal to the office of Career and Employment Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
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**Learning Objectives Worksheet**

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| The academic component of an internship is determined by the faculty-instructor and the intern. Use this Academic-Cognitive Learning Objectives Worksheet to develop the learning plan/academic syllabus. A final syllabus is required before registration unless enrolled in the academic internship seminar. If applicable, please attach the syllabus to this agreement. |
| **Academic-cognitive learning objectives center on academic learning and application related to concepts or theories of the discipline and those related to the core curriculum and Puget Sound’s educational mission.** |
| Examples: *I want to learn about different organizational structures and the culture associated within those structures. I want to understand various financial planning models and how to communicate them with clients. I hope to learn how this industry approaches carbon foot printing and moves business practices to align with sustainable practices.* |
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| **Tasks/Strategies for academic learning** |
| Examples: *I will read journal articles on organizational structure and then keep a weekly journal where I apply knowledge and/or assess what I’ve learned in my work environment. I will read xxxx books on financial planning and analyze case studies on implementing financial planning for clients. I will attend a regional conference on sustainable business practices with a goal of connecting with 3-5 professionals within this field and will seek to arrange informational interviews with them.* |
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| **Evaluation (assessment and demonstration of academic learning)** |
| Examples: *I will write a mid-term paper on organizational structure as it manifests in my internship site location and gather feedback from my faculty-instructor. I will complete 3 case studies this semester, review them with my internship supervisor, and turn them in for grading and feedback from my faculty-instructor. I will summarize my informational interviews with environment/sustainability experts and create a how-to guide for businesses.* |
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