

**Cooperative Education Internship Learning 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. |
| **Signature: Date:** |

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| **Faculty Advisor:** I have reviewed the intern’s learning plan 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 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](https://www.dol.gov/whd/regs/compliance/whdfs71.pdf)) □ 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 must total a minimum of 480 hours*  *For 0.5 unit, on-site experience must total a minimum of 240 hours* *For 0.25 unit, on-site experience must total a minimum of 120 hours* |
| 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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| **Objectives center on experiential learning and the application of concepts or theories related the discipline as well as 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 Learning** |
| Examples: *I will use an ePortfolio to keep a weekly journal where I apply knowledge and/or assess what I’ve learned in my work environment. 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 Learning)** |
| Examples: *I will review my internship projects with my internship supervisor in weekly meetings to discuss progress and ask for feedback. I will discuss progress and ask for 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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