

Salem State University
Internship



Student Learning Contract

A. PERSONAL DATA

1. Student Information (To be completed by the student)

Completing section A1 is necessary for credit and non-credit internships.

Name: _____ Graduation year: _____

Student ID Number: _____ Major: _____

Permanent phone: _____ Internship phone: _____

Address during internship: _____

Description of student's goals and objectives (attach documents if necessary):

2. Employer Information (To be completed by the employer)

Completing section A2 is necessary for credit and non-credit internships.

Employer: _____ Phone: _____

Supervisor: _____ Fax: _____

Title: _____ E-mail: _____

Street address: _____ Student's job title: _____

City: _____ Hours per week: _____

State: _____ Zip _____ Salary (kept confidential): _____

Dates of internship: From _____ / _____ / _____ To: _____ / _____ / _____
month day year month day year

Description of duties (attach documents if necessary): _____

3. Faculty Intern Advisor (To be completed by the faculty intern advisor)

Completing section A3 is necessary for credit and non-credit internships.

Name: _____

Department internship should be registered under:_____Course number:_____

Number of credits approved: _____ Other:_____ Number of hours to be completed _____

Grading (please circle one): P/F scale or A-F scale

Term: Fall Spring Summer

Learning components/Assignments (reports, journal, portfolio)

(attach documents if necessary): _____

B. AGREEMENT: *The undersigned have agreed to complete and satisfy all terms of this contract.*

Completing section B is necessary for credit and non-credit internships.

Check one: Non-credit <input type="checkbox"/> Credit <input type="checkbox"/>

Signature of Student **Date**

Signature of Employer **Date**

C. APPROVALS *Completing section C is necessary for credit and non-credit internships.*

Signature of Faculty Intern Advisor **Date**

Signature of Department Chair **Date**

PLEASE NOTE: INCOMPLETE STUDENT LEARNING CONTRACTS WILL NOT BE ACCEPTED.

CAREER DEVELOPMENT AND INTERNSHIP OBJECTIVES

(To be completed by student and faculty mentor)

Because an internship is intended to be an academic learning experience as well as a professional one, it is important that tangible objectives be listed. These objectives should be specific and measurable. They will be part of the evaluation at the end of the term.

Objectives:

A. _____

B. _____

C. _____

Evaluation will be based on (To be completed by faculty). Please check all that apply

- **The student’s reports, supervisor evaluation**
- **The student’s portfolio**
- **Updated Resume**
- **Learning Outcome**
- **Other (Please Describe)**

Signature of Student

Date

Signature of Faculty Intern Advisor

Date

Internship Responsibilities

For an internship to be successful, all participants (Intern, Faculty Intern Advisor, and Site Supervisor) must fulfill their responsibilities.

Intern's Responsibilities

- Prepare appropriate Learning Objectives
- Register for the internship course (if applicable)
- Complete Learning Contract
- Be punctual, and work the required number of hours, at times agreed to by you and your supervisor
- Notify the workplace if you are unable to attend as planned
- Behave and dress appropriately to the particular workplace
- Respect the confidentiality of the workplace, its clients and its workers
- Check out responsibilities at the work site with the supervisor, and make sure you know what you are expected to do, and how you should behave
- Be positive and enthusiastic about the internship; if things are slow, take the initiative, and volunteer for different tasks or other work.
- Discuss any problems with your supervisor and, if necessary, with the faculty advisor and Internship Coordinator
- Remember that you are both a guest of the organization, and a representative of the University, and behave appropriately

Faculty Intern Advisor's Responsibilities

- General University clearing-house for information about internships
- Maintains information about available internships
- Help the student identify what it is that can be learned from a particular internship at this particular stage of the student's academic program
- Assist the student formulate individual learning objectives and outcomes
- Assist students with application process
- Complete Learning Contract
- Register student for Internship Course (if applicable)
- Monitor the progress of the internship throughout the internship
- Using the knowledge gained throughout the internship, together with the evaluation completed by the site supervisor, to arrive at a final grade for the student's performance
- Collects evaluations forms and reports

Site Supervisor's Responsibilities

- Complete Intern's Learning Contract
- Be aware of the learning objectives of the intern
- Plan projects and allow the time for completion
- Provide intern with contact information if there are any questions or problems
- Make sure the Intern is oriented to the organization and any particular policies and practices (dress code)
- Ensure the Intern has meaningful work that will help reach learning objectives
- Oversee job performance
- Forward Midterm and Final evaluations by the due date

Signature of Intern

Date

Signature of Faculty Advisor

Date

Signature of Department Chair

Date

Signature of Site Supervisor

Date