

Career Success Center Internship Program Learning Contract



I. STUDENT INFORMATION: To be completed by the Student

Please Indicate What Type of Internship: (Check One)

Academic Credit Internships:

Paid Internship/For-Credit – Partnership between student and employer strongly related to an academic discipline to gain additional workplace experiences while being paid from employer and receiving course credit from the university.

Unpaid Internship/For-Credit – Experience strongly related to an academic discipline to be deemed credit worthy, a faculty supervisor is assigned to oversee credit issued.

If internship is awarded academic credit, **tuition is assessed.**

Non-Credit Internships: (Skip Section IV. For Non-Credit Internships)

Paid Internship/Non-Credit – Exist mainly in the private for profit employer sector – students who do not need the college credit are paid to learn specific objectives while they work.

Unpaid Internship/Non-Credit – Focus on providing a service and gaining degree related on-the-job experience, opportunities are generally unpaid. Unpaid internships typically take place in the non-profit sector.

****Please note a \$25 processing fee for non-credit internships is required to be recorded on your transcript****

Name	ID#: 800
Address:	City, State, Zip
Phone:	Email address:
Major:	Minor:
Graduation date:	Cumulative GPA:
Do you have at least 60 credit hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed 6 credit hours within major? <input type="checkbox"/> Yes <input type="checkbox"/> No
Grade Level: (Check One) <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	

II. STUDENT LEARNING OBJECTIVES: To be completed by the Student

Objectives: Your learning objectives are what you want to learn or be able to do by the end of the internship. Decide the areas you want to focus on and write your specific learning objectives as clearly as you can. Use action verbs to develop your objectives, such as apply, solve, design, develop, present, describe, compile, identify, determine, become familiar with, evaluate, understand, know, procedure, implement, explain, analyze, critique, and compare.

Tasks and Strategies: After identifying your specific learning objectives, you need to determine how you will accomplish or make progress toward achieving your objectives. Ask yourself: What tasks, projects, or assignments will I do? Who are the people I will work with and what types of resources will I utilize?

Evaluation: After objectives, tasks and strategies have been determined, you will need to decide how your learning will be documented, assessed, and evaluated. The methods you choose for showing what you learned will supply the evidence to your faculty supervisor that you have achieved or made progress toward what you set out to learn.

On-The-Job Learning Objectives – Please list four specific objectives, learning tasks/strategies and evaluations. At the conclusion of your internship you can reflect these outcomes on your resume.

Learning Objectives	Learning Task and Strategies	Evaluation

III. INTERNSHIP EMPLOYER: To be completed by the Employer Supervisor

Name of Organization: _____ Address: _____
City: _____ State: _____ Zip: _____
On-site Supervisor Name: _____ Title: _____
Email Address: _____ Phone: _____
Internship Job Title: _____ Hours/Week: _____
*Start date: _____ *End date: _____

Intern's Duties and Responsibilities:

Will the intern receive financial compensation? Yes No

If yes, please specify wage amount: _____ Per Hour Monthly Stipend

IV. ACADEMIC COURSE CREDIT INFORMATION: To be completed by the Academic Department

Faculty Supervisor: _____ Department: _____
Faculty Phone#: _____ Faculty Email: _____
Course Number: _____ Major Code: _____

Upon successful completion of this internship, _____ credits will be awarded. Internships require 45 contact hours per one semester credit hour. ****Please note a \$25 processing fee for non-credit internships is required to be recorded on the student transcript****

V. SIGNATURES

The signatures of the undersigned indicate that the above agreements have been reviewed and approved. The intern acknowledges personal responsibility for the internship commitment and agrees to perform the internship duties in a professional and ethical manner. If internship is awarded academic credit, **tuition is assessed**. The sponsor endorses the educational goals of this learning experience and agrees to provide supervision and/or training to assist the student in fulfilling the conditions of this internship.

(1) Department Chair OR College Dean Date

(2) Student Intern Date

FACULTY SUPERVISOR ASSIGNED BY COLLEGE DEAN OR DEPARTMENT CHAIR

(3) Faculty Supervisor/Academic Advisor Date

(4) Employer Supervisor Date

(5) Career Success Center Date

(6) Registrar's Office Date

Once Form is Completed:

1. Make a Copy for Your Personal Records
2. Submit Final Form to Registrar's Office for Official Record
3. View weekly log form and evaluation forms on the portal: <https://myusf.stfrancis.edu/portal/secure/content/15104>

RECORD INFORMATION: To be completed by the Administrative Offices

Recorded by Career Success Center: Initialed: _____ Date _____

Received by Registrar's Office: Initialed: _____ Date _____
Logged into I.db _____ Scanned and emailed _____ Term of Internship: _____
Updated: 6/26/2014

***Internships will be recorded for transcript and tuition purposes under the semester it is being performed**