

Internship CONTRACT FORM

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STUDENT COMMITMENT

Name: _____ ID#: _____ Dept: _____

Phone #: _____ KCAI Email: _____

In order for me to get credit for this internship experience, I agree to do the following:

- Work in accordance with the job description agreed upon by the internship site supervisor and me.
- Make my personal learning goals known to my site supervisor in the early days of my internship.
- Conduct myself in a professional manner and be willing to learn and develop new skills.
- Meet with my faculty supervisor mid way through the internship to inform him/her of how the internship is progressing.
- Complete the required contact hours with the internship site before the end of the semester. If I don't, I understand that I will receive a failing grade for the internship.
- Write a *reflection paper* that follows the guidelines provided and submit it to the Career Services office by the due date. The paper accounts for 25% of the internship grade.
- Complete and return the student evaluation to the Career Services office by the due date provided by Career Services.

Signature of STUDENT

Date

My learning goals for this internship are:

Signature of STUDENT / Date

Signature of INTERNSHIP SITE SUPERVISOR / Date

Signature of FACULTY SUPERVISOR / Date

INTERNSHIP SITE COMMITMENT

Site Supervisor: _____ Title: _____

Organization: _____ Fax #: _____

Physical Address: _____

Phone #: _____ Email: _____

To ensure the intern has a successful learning experience, I agree to do the following:

- Meet with the intern at the beginning of the internship semester to help identify learning goals for the internship.
- Assist with the development and mentoring of the intern on a regular basis and provide an opportunity for the intern to achieve personal learning goals.
- Provide regular feedback/ follow-up with the intern to ensure he/she understands expectations and is given the opportunity to ask questions.
- Agree to abide by appropriate standards of professional conduct and provide a functional and healthy workspace.
- Contact Career Services if there are questions/concerns about the internship or the intern.
- Complete and return the evaluation of the intern to the Career Services office by the due date provided by Career Services.

Signature of SITE SUPERVISOR_____
Date**FACULTY SUPERVISOR COMMITMENT**

Name: _____ Department: _____

Phone #: _____ Email: _____

To ensure the student has a successful internship experience, I agree to do the following:

- Meet with the student to discuss and ensure the student's learning goals are consistent with the expected learning outcomes of the major curriculum.
- Be available to the student on a regular basis to provide support and guidance during the internship.
- Meet with the student mid way through the internship to get information on how the internship is progressing.
- Review the site's evaluation of the student, the student's *reflection paper* and the student's evaluation of the internship site when assigning the student a grade for the internship.
- Use the grading worksheet provided by Career Services to determine the students' grades.
- Submit the student's grade for the internship online in a timely manner when final grades are due for that semester.

Signature of FACULTY SUPERVISOR_____
Date_____
Signature of DEPARTMENT CHAIR / PROGRAM HEAD / SCHOOL DIRECTOR_____
Date