

# Student Internship Agreement Form

## Student Information

Student Name:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Major:

Class Year (SO/JR/SR):

Expected Graduation Date: \_\_\_\_\_

## Internship Organization Information

Internship Organization:

Organization Mailing Address:

City:

State:

Zip:

Supervisor:

Title:

Phone:

Email:

Website:

Internship Start Date:

Internship End Date:

Total Agreed Upon Work Hours:

### Student Internship Description

Position Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

This position is (check one):      Unpaid       Paid       If Paid, \$ \_\_\_\_\_ /Hr.

Total agreed upon work hours: \_\_\_\_\_

Location: \_\_\_\_\_

Will you receive academic credit for this internship?      \_\_\_\_\_ No      \_\_\_\_\_ Yes

How did you learn about the position? \_\_\_\_\_

Together with your supervisor, identify what your duties and assignments will be while at work with your internship organization. (You may also attach a job description):

What do you hope to learn from this experience?

How often will you be evaluated?      \_\_\_\_\_ Monthly      \_\_\_\_\_ Weekly      \_\_\_\_\_ Other:

By what method with you be evaluated?

Learning Objectives:

Together with your supervisor, identify and list below three objectives that you plan to accomplish during your internship. The objectives should indicate skills/knowledge that are specific, measurable, realistic, and achievable. They should relate in some way to the reading and writing skills that you are developing as an English major.

In the interest of maximum student learning and professional experience, the undersigned representative of the sponsoring organization:

\_\_\_\_\_  
Name of organization

the \_\_\_\_\_ Department, and the participating student, agree to the following requirements:

For the Sponsoring organization:

- 1) To evaluate fairly and continuously the student's work and progress as an intern by a list of detailed criteria, drawn up by the sponsoring organization. Copies of the evaluation should go to the \_\_\_\_\_ Department for approval and to the participating student for his or her reference.
- 2) To give the student meaningful assignments that are professional in nature and which contribute to the student's professional and educational goals. It is understood that in entry-level jobs, a certain amount of the work will involve errand running and clerical chores. However, this clause commits the employer to making a good-faith effort to assign primarily professional type work.
- 3) To hold student work hours to approximately 8-18 hours per week.\* Internship employers should be advised that many student interns, in addition to attending school full time and doing an internship, also work at paying jobs to support themselves. This clause commits the internship employer to hold work and time demands to those commensurate with a 3 unit college course.  
\*The student needs to log 120 hours to earn 3 units of English elective credit.
- 4) To present the final evaluation at the end of the student's internship to Dr. Mack in the English Department (kmack@uccs.edu) for translation and assignment of a final course grade.

For the Department:

- 1) To agree that the student's sole compensation may be a final course grade.
- 2) To use the sponsoring organization's evaluation and the student's final report as judiciously as possible in the assignment of a final course grade for the internship.
- 3) To aid in the initial selection of a suitable intern, if the sponsoring organization so desires.

For the Participating Student:

- 1) To keep a detailed weekly log of his/her activities, assignments, and/or work accomplished, and write a brief summary each week
- 2) To submit five journal entries to Dr. Mack over the course of the internship
- 3) To work a minimum of 120 hours for three units of credit
- 4) To write a detailed computer-generated final reflection that is at least 1000 words (with the weekly log appended). Your reflection should detail your progress in regards to the learning outcomes specified at the outset of your internship and the relationship you perceive between this learning and your coursework in the English department. The more details you can include in your reflection, the better. Try to make specific connections between what you did and learned in your internship and what you did and learned in your English courses.

### Final Signatures

Those signing below agree to abide by the terms and conditions as expressed in this Agreement.

1. \_\_\_\_\_  
Organization Representative Signature (The person supervising your internship)  
Date

2. \_\_\_\_\_  
Faculty Intern Advisor Signature (UCCS faculty advisor)  
Date

I have read this internship agreement carefully before signing it, and agree that it contains my entire agreement as to my participation in the internship program. This agreement shall become effective only upon signing, and shall be governed by the laws of the State of Colorado

3. \_\_\_\_\_  
Student Signature \*\* Date

\*\*I am the parent or legal guardian of the Student, have read the complete document "Student Internship Agreement Form" and I am and will be legally responsible for the obligations and acts of the Student, and agree for myself and the Student to be bound by

the terms of this Contract.