

PART II: THE INTERNSHIP POSITION

A. **JOB DESCRIPTION:** Describe your role and responsibilities. List duties, projects to be completed, deadlines, etc.,

B. **SUPERVISION:** Describe the supervision to be provided. What kind of instruction, assistance, consultation, etc., you will receive and from whom? When will supervisor be available to the student?

C. **EVALUATION/GRADING:**

1. **EMPLOYER: (employer can complete this section if they choose)**

_____ Written Evaluation How Often: _____ By Whom: _____
_____ Verbal Feedback
_____ Other _____
(i.e., staff meetings, weekly review with supervisor, etc.)

2. **FACULTY: (Percentage of Grade)**

_____ Logs
_____ Supplemental or Collateral Readings
_____ Evaluations (Employer/Coordinator/Other)
_____ Final Report
_____ Other _____

100% **TOTAL**

PART III: GOALS/LEARNING ACTIVITIES/EVALUATION

A. GOALS: What do you intend to learn through this experience? Be specific. Try to use concrete, measurable terms.

B. LEARNING ACTIVITIES:

1. On-the-Job: Describe how your activities will enable you to reach your goals. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

2. Off-the-Job: List reading, writing, contact with faculty sponsor, reflective writing, peer group discussion, field trips, observations, etc., you will make and carry out which will help you reach your goals. Check all that apply.

___ I agree to submit my reflective journal/log to my faculty sponsor on a timely basis every ___ weeks.

___ I agree to read supplemental collateral material of a professional nature related to my experience and report on this reading in my reflective journal/log reports.

___ I agree to prepare and submit a summary report at the conclusion of my experience. The required length of my report is ___ typed pages, double-spaced.

___ Other (List specific requirements)

Starting Date for Internship: _____

Estimated Ending Date for Internship: _____

Average# of hours expected to work per week: _____

PART IV: PURPOSE AND RESPONSIBILITIES: The Thiel College Experiential Education Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals.

A. Responsibilities of Student Intern and Experiential Education Program

1. Encourage the student's productive contribution to the overall mission of the organization;
2. Certify the student's academic eligibility to participate in an internship assignment;
3. Establish goals and objectives for conduct during the internship placement and to make these goals and objectives available to the Site Sponsor;
4. A designated faculty sponsor will serve as an academic advisor to the student with responsibilities to assist in setting learning objectives, to confer with Site Sponsor and Internship Coordinator, to monitor the progress of the internship assignment through daily log submission and scheduled meetings with intern and to evaluate the academic performance of the student.
5. Maintain communication with the Site Sponsor, Internship Coordinator, and Faculty sponsor;
6. Maintain the confidentiality of any information designated by the Site Sponsor as confidential;
7. Abide by additional rules and procedures that are mutually agreed upon in advance in writing between Internship Coordinator, student, and Site Sponsor.

B. Responsibilities of the Site Sponsor or Employer

1. Encourage and support the learning aspect of the student's internship assignment;
2. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
3. Make available equipment, supplies and space necessary for the student to perform his/her duties;
4. Provide a safe working environment;
5. Will not displace regular workers with students secured through internship referral;
6. Notify Internship Coordinator of any changes in the student's work status, schedule, or performance;
7. Allow for a site visitation to confer with the student and his/her supervisor;
8. Communicate policies and standards to student;
9. Maintain general liability, professional liability and worker's compensation insurance required by law.

PART V: TERMS OF INTERNSHIP ARRANGEMENT: Should the Site Sponsor become dissatisfied with the performance of a student, the Site Sponsor may request termination of the internship arrangement. This should occur only after Internship Coordinator has been notified in advance and a satisfactory resolution cannot be obtained. Conversely, Thiel College may request termination of the arrangement for any student not complying with guidelines and procedures for the internship program, or if the Site Sponsor does not uphold the responsibilities mentioned above, as long as Site Sponsor personnel have been notified in advance and satisfactory resolution cannot be obtained.

PART VI: AGREEMENT

I have met with my advisor/faculty sponsor and we have discussed the Internship Contract. I agree to satisfactorily complete all academic requirements of this experience no later than _____
_(date).

Student Signature _____

Date _____

Faculty Sponsor _____

Date _____

Employer Supervisor _____

Date _____

Thiel Internship Coordinator _____

Date _____