



Internship Program

The Career Development Center (CDC) must approve all internships. All students enrolled in an internship, whether for two-units or zero-units, must participate in a regular reflective component coordinated through the CDC. Students are required to have sophomore, junior or senior status and can only be registered for one internship per semester. Students must have a cumulative GPA of 2.00 or better at the time of application. **Only CR/NC grades will be given for internships.** (Please see catalog for full description of program.)

Student Learning Agreement

This document will serve as the basis of the student's internship grade of CR/NC. The Career Development Center, the faculty supervisor [2 unit only], the on-site internship supervisor, and the student should mutually agree upon the objectives and responsibilities outlined in this document. **This form must be completed and submitted to the CDC along with the Student Waiver of Liability and Assumption of Risk prior to the student's registration for the internship by the third week of the appropriate semester.** A Learning Agreement is mandatory for every internship semester (even if the site remains the same).

INT 100 (0 unit) INT 200 (2 unit) Start Date: _____ End Date: _____ Hours per week _____

A. STUDENT INFORMATION (Please Print)

Name: _____
Last First I.D.# Semester/Year

Address: _____
(during the internship) Street/PO Box City/State Zip Oxy Box #

Email: _____ Phone: _____ Class/Year: _____ Major: _____

Cumulative GPA: _____ (2.00 or better is required at the time of application) _____
Registrar's signature

B. INTERNSHIP SITE INFORMATION (Please Print)

Organization: _____ Phone: _____

On-Site Supervisor: _____
Name Title

Mailing Address: _____
Street/PO Box City/State Zip

Email: _____ Web Address: _____

Please consult your Faculty Supervisor (if applicable) and On-Site Supervisor when completing Sections C, D and E below. **[Feel free to use attachments in place of, or in supplement to the spaces below.]**

C. Learning Objectives: What do you hope to learn from doing an internship? How are you going to learn it? Students should consult their faculty supervisor or the CDC while formulating these objectives (e.g., what tasks and strategies do you want to learn). If applicable, how does the internship relate to your academic program of study?

D. Strategies for Completion of Objectives: How will you carry out your learning objectives? Identify projects, readings, reports, meetings etc. (include formal internship description, if available).

E. Responsibilities

*All parties are responsible for the information contained in the Occidental College Internship Handbook, available at <http://department.oxy.edu/career/studentinfo/internships4.htm>

1. Student (e.g., you might want to include reports, papers, journal.)

You must complete required forms and submit necessary documents before CR/NC will be recorded. You will record in a journal the major events of the internship. You must submit a reflective piece to the CDC. You should notify the CDC if any difficulties are experienced with the site or if any health or medical conditions occur that might affect your placement or performance in the internship.

2. Faculty Supervisor [for 2-unit INT 200 only] (e.g., you might want to include how often you will contact the on-site supervisor as well as meetings with the student on campus.)

The general objectives of the meetings are to clarify goals and activities, to make a general assessment of work done and to make a final evaluation. If distance makes it impossible for on-site meetings, phone calls or letters may be substituted for on-site meetings.

3. On-Site Supervisor

Please note that the following are required of all organizations and on-site supervisors. Additional responsibilities can be noted on the lines below.

- a) Confer regularly with the student and her/his faculty supervisor and/or the CDC.
 - b) Provide the Occidental CDC with a written final appraisal of the student's work. The CDC will record the forms and submit them to the Faculty Supervisor [for 2-unit INT 200 only].
 - c) Make necessary equipment, supplies and space available for the intern.
 - d) Arrange a weekly work schedule that can accommodate the student's academic responsibilities.
 - e) Make available any materials that the student has produced for the organization for review by the faculty supervisor as an additional basis for grading the student's performance [for 2-unit INT 200 only].
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4. Submission Due Dates

Student Learning Agreement due by 3rd week of classes.

On-Site Supervisor Evaluation due by end of Semester.

Signatures:

Student

Please Print

Date

I agree to complete all work, assignments and learning objectives promptly and to the best of my ability. Further, I agree to become familiar with and to adhere to the relevant organizational policies, procedures and functions and to appropriate standards of ethical conduct.

Faculty Supervisor Signature [for 2 unit INT 200 only]

Please Print

Date

I concur with the stipulations of this agreement. I further agree to be available to meet with the student to discuss the internship experience, to evaluate the student's learning and when appropriate, to visit the site and/or converse with the on-site supervisor. I have reviewed the Primary Learning Objectives with the student.

Academic Advisor [for 2 unit INT 200 only]

Please Print

Date

On-Site Supervisor Signature

Please Print

Date

I agree to provide assistance, training, consultation and periodic review in order to assist the student in meeting his/her goals and primary learning objectives and to provide an orientation to our organization, policies and procedures. I have discussed the internship with the student and have negotiated and assigned work components which appear on this agreement. I concur with the stipulations of this agreement. I further agree to meet with the intern regularly, and to be available for counsel and advice for the duration of the internship. I agree to conduct a mid-semester and end of term performance appraisal of the student and to welcome a visit from a college official if requested.

Career Development Center

Please Print

Date

I agree with the stipulation of the agreement. I further agree to be available to meet with the student to discuss the internship experience, and when appropriate to visit the site and/or converse with the on-site supervisor.