

For Credit Internship Learning Agreement

Submit this completed form to the Registrar, with all required signatures, prior to registration (fax: 610-921-7258; or scan and email: dballaban@alb.edu)

Student Name _____ Class Year _____

Concentration(s) _____

Phone # (where you can be reached) _____

Email Address _____

Faculty Complete This Section**Check One:**Academic Department Granting Credit _____ 282 IntroductorySemester and year _____ 382 IntermediateFaculty Internship Advisor _____ 482 AdvancedPhone _____ Email _____ Other _____

Dates of Internship _____

 Grade OR Q/NQ # of hours required on site (130-150 is standard; some departments require more)

Internship Advisor Signature _____ Date _____

*See reverse for Faculty Internship Advisor Responsibilities***Student Responsibilities****As a student seeking credit for an internship experience, I agree to:**

- Obtain proper approval from my Instructor (Faculty Internship Advisor) in the academic department granting the credit.
- Complete the Internship Learning Agreement and submit it to the Career Development Center.
- Register for the Internship by the appropriate deadline for the semester/summer (for a summer internship where the credit will be applied in the fall, all my forms will be submitted prior to beginning the internship). I understand that I may add or finalize an internship only through the first week of classes or until the add-drop period closes.
- Begin my internship work only after this agreement has been submitted and approved.
- Perform to the best of my ability those tasks assigned by my supervisor which are related to my learning objectives and to the responsibilities of the position.
- Follow all the rules, regulations, and normal requirements of this placement's organization.
- Complete the academic learning objectives required by the Department and/or my Faculty Internship Advisor.
- **Notify the Career Development Center and my Faculty Internship Advisor of any changes I need to make in this agreement or of any problems that may develop during the on-the-job experience.**

Student Signature _____ Date _____

SITE SUPERVISOR AND FACULTY INTERNSHIP ADVISOR: PLEASE COMPLETE THE REVERSE SIDE OF THIS AGREEMENT

For Career Development Center Only

Date received in Center _____ Date entered in database _____

Copies sent to: Faculty Advisor Site Supervisor Student

FACULTY INTERNSHIP ADVISOR

Academic Criteria: See the department's Internship Syllabus or Guidelines for specific academic requirements and grading information.

Faculty Responsibilities:

- Submit a syllabus to the Registrar prior to the start date of the Internship.
- Work with the student to formulate concise, clear goals and learning objectives for the internship.
- Keep in contact with the student during the semester/summer/interim to provide guidance and support.
- Assess the student's learning based upon the site supervisor's evaluation and the completed activities required by the department such as: specified hours at the site, submission of the Internship Learning Agreement, journal entries, meetings with the Faculty Internship Advisor, final paper or other visible product, and public oral presentation, if possible.
- Contact the site supervisor at least once during the semester to discuss the student's performance and the applicability of theory to the field experience.

EMPLOYER *(This section to be completed and signed by the Site Supervisor)*

Student's Name _____

Company Name _____

Address _____

Site Supervisor Contact Information: ___ Dr. ___ Ms. ___ Mr. ___ other Phone #: _____

Name _____ Fax # _____

Title _____ Email _____

Internship Information:

Compensation _____ paid hourly / rate: _____ or (stipend) amount: _____ or ___ unpaid

Internship Position Description *(please attach a position description if possible)*:

Site Supervisor Responsibilities

Albright College appreciates your participation in our internship program. Your role is integral to the student's internship experience and success. As a site supervisor for this internship, you agree to:

- Clearly discuss the responsibilities and parameters of the internship with the student intern.
- Work with the student to develop on-site goals and learning objectives.
- Provide ongoing supervision and feedback to the student on his/her performance.
- Be available to talk with the Faculty Internship Advisor and/or meet with him/her during a site visit.
- Complete a candid evaluation of the student's performance and attitude during the internship so that the Faculty Internship Advisor can evaluate both field and academic components of the student's work.

Site Supervisor Signature _____ Date _____