**Internship** 

**LEARNING AGREEMENT**

Student Intern: Last Name: Click or tap here to enter text. First Name: Click or tap here to enter text.Student ID:  Click or tap here to enter text.  Address: Click or tap here to enter text.      City: Click or tap here to enter text. State:Click or tap here to enter text.  Zip Code:  Click or tap here to enter text. Phone: Click or tap here to enter text.  Email: Click or tap here to enter text.

Faculty Sponsor: Click or tap here to enter text. Academic Discipline: Click or tap here to enter text.     Concentration: Click or tap here to enter text.

Course Name: Click or tap here to enter text. Course Number: Click or tap here to enter text.     Number of Credits: Click or tap here to enter text. Term: Click or tap here to enter text.

Organization Name: Click or tap here to enter text. Site Supervisor Name: Click or tap here to enter text. Title: Click or tap here to enter text. Address: Click or tap here to enter text. City: Click or tap here to enter text. State: Click or tap here to enter text.  Zip Code: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

**The Student Intern will:**

* Create learning objectives in coordination with the Faculty Sponsor
* Perform appropriate professional‐level duties and accept performance feedback
* Respect and comply with all organization rules and policies regarding, but not limited to, confidentiality, honesty, punctuality, professionalism, behavior and dress
* As the internship site is an extension of the learning environment, adhere to the **MA CC Student Code of Conduct** as published in the **Student Handbook**: demonstrate professional behavior, confidentiality, appropriate dress, work scheduled hours and contact Site Supervisor if unable to report to work
* Comply with all College policies and procedures including, but not limited to, documenting work hours, completing all academic assignments, class attendance and/or meetings with Faculty Sponsor
* Notify Faculty Sponsor or ExL Coordinator and Site Supervisor of circumstances that may impair performance or ability to complete internship

Click or tap here to enter text.Iunderstand that I am not entitled to employment or unemployment compensation benefits upon (student’s initials) completion of the internship experience

**The Faculty Sponsor will:**

* Create learning objectives in coordination with the Student Intern
* Initiate contact with Site Supervisor to define duties and responsibilities and to discuss expectations of performance before, during and after the internship
* Create and review meeting schedules, method of grading, and responsibilities and expectations
* Create assignments to achieve desired learning outcomes and provide feedback
* Assist with making connections between what the Student Intern is experiencing and what they are studying
* Provide continuous direction and support ensuring a productive learning experience
* Monitor progress by communicating with Site Supervisor and reviewing mid-term and final assessments
* At midterm review learning objectives to affirm the original objectives are still appropriate and obtainable, making modifications if necessary
* Assist Student Intern and/or Site Supervisor with addressing/resolving issues that may arise
* Communicate concerns or special issues to the ExL Coordinator

**The Site Supervisor will:**

* Review, and revise if necessary, Student Intern’s learning objectives
* Provide a minimum of 135 hours of experience related to the Student Intern’s academic major
* Onboard Student Intern to the organization and its culture
* Provide supervision and assign duties that are career-related, progressive and challenging
* Encourage and support the learning aspect of the Student Intern’s assignments
* Make available equipment, supplies, and space necessary
* Notify Faculty Sponsor of changes in the Student Intern’s work status, schedule or performance
* Confer with Faculty Sponsor via telephone or email, and to conduct site visits to the work site as needed
* Provide two written assessments of student’s progress midway and at the end of the experience
* Communicate concerns or special issues to the ExL Coordinator

**Learning Outcomes**

*Academic learning outcomes for the student experience are intended to encompass all of the following:*

* Develop technical skills and professional communications in a work setting.
* Utilize industry and organizational structures, culture, and ethics.
* Apply and reflect on the connections to academic theory and practice.
* Apply critical thinking, research skills, and problem‐solving skills.
* Develop awareness of self, others, and social responsibility in a work, career, and global context.
* Establish a network of professional contacts, mentors, references.

**Learning** **Objectives**

By the end of this experience, I plan to achieve the following:

* Click or tap here to enter text.

* Click or tap here to enter text.

* Click or tap here to enter text.
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* Click or tap here to enter text.

**I agree to my responsibilities and will fulfill my role stated above.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Sponsor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_