**ACADEMIC INTERNSHIP** **LEARNING AGREEMENT**

Student Intern
Last Name:       First Name:       Student ID:

Address:       City:       State:       Zip Code:

Phone:       Email:

Course:       Section:       Credits:       Term:

Organization Name:

Site Supervisor Name:       Title:

Address:       City:       State:       Zip Code:

Phone:       Email:

**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

I understand 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 schedule, methods of grading, 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 originals are still appropriate and obtainable, making modifications if necessary
* Assist student intern and/or site supervisor with addressing and/or resolving issues that may arise
* Seek assistance from the ExL coordinator for resolving special issues or concerns

**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 and carreer goals
* Onboard student intern into 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 work space
* Notify faculty sponsor of changes in the student intern’s work status, schedule or performance
* Confer with faculty sponsor via telephone, email, or site visits 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 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, and references.

**Learning** **Objectives**

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

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

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

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

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