

FACULTY INTERNSHIP ADVISOR

Name: _____ Department: _____

Phone: _____ Email: _____

There are two parts to your learning agreement: the academic component and the work component.

Academic Component: (To be completed by the faculty internship advisor and student.)

1. Working with Your Faculty Internship Advisor

Regular meetings with your faculty internship advisor are a requirement.

- You should meet with your advisor at the beginning, during, and end of your internship.
- Below are the guidelines for the minimum number of meetings.
- If distance makes it impossible for such meetings, phone calls may be substituted.
- The general objective of your meetings is to clarify your goals and activities, to make a general assessment of your work, to address any difficulties or changes you may experience, and to review your assignment submissions.

3-credit internship: 3 meetings per semester

12-credit internship: 6 meetings per semester

6-credit internship: 4 meetings per semester

15-credit internship: 7 meetings per semester

9-credit internship: 5 meetings per semester

2. Learning Objectives: The purpose of your internship for academic credit is to help you better understand the theories, ideas, and practices of your discipline or major by actively engaging in a hands-on, work-based, learning experience. Your learning objectives are your learning targets, what you want to learn, and be able to do by the end of your experience. First, write your general area of learning and then write specific learning objectives below.

Example: *General Objective: To apply theories and principles of accounting in a business environment.*

Specific Objective: Learn professional standards and practices, ethics, and legal requirements of tax accounting by working in an accounting firm.

1. General Objective:

Specific Objective:

2. General Objective:

Specific Objective:

3. General Objective:

Specific Objective:

Please fill in assignments below and attach copy of syllabus:

Assignment	Due Date	Submitted to
<i>Ex: Journal Entries</i>		<i>Faculty Advisor</i>

Faculty Advisor Signature

Date

Work Component: (To be completed by the on-site supervisor and student.)

- 1. Position Description:** Please attach a typewritten copy of your official internship position description for the semester, outlining duties, responsibilities, and/or projects.
- 2. Action Items:** These items must be related to the learning objectives stated above. Please identify projects, readings, reports, meetings, or other experiences that will help the student have a rich learning experience at your work site. (You may submit these as a separate attached document.)

1.

2.

3.

Internship Requirements of On-Site Supervisor:

- The internship must be an extension of the classroom: apply classroom knowledge. While the intern will be working at your site, they should not be treated as a part-time employee. This experience is not solely to advance the operations of the employer or to be only work completed by regular employees.
- When possible, skills and knowledge learned should be transferrable to other employment settings.
- The experience should have a defined beginning, middle, and end, and a developed job description.
- The experience will have defined learning objectives/goals related to the student's professional growth and academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback given by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- Arrange a weekly work schedule that can accommodate the student's academic responsibilities.
- Make available any materials that the student has produced for the organization for review by the faculty internship adviser as an additional basis for grading the student's performance.
- Carry Worker's Compensation Insurance affording coverage to the intern in the event of on-the-job injury should it be established that an employer/employee relationship exists between the organization and the student. (Paid internships only)
- The on-site supervisor will complete a midterm and final evaluation providing an appraisal of the student's work. Evaluation forms will be emailed to the following email address (site supervisor email)
_____.
- Upon receipt of the evaluations, the Center for Career Development will record these forms and submit them to the Faculty Internship Advisor. Evaluations count as part of the student's final grade.

COVID-19 Related Information

- In order to provide a safe learning environment during the COVID-19 health crisis, Hood College is following recommended precautions set forth by the U.S. Department of Labor Office of Health and Safety Administration (OSHA) and the Centers for Disease Control and Prevention (CDC).
- ***Hood College student interns should not be placed in situations where they would knowingly come in contact with persons who have the COVID-19 virus. An Internship in which the safety of the student(s) is at risk may be discontinued by the college.***
- By signing this document, you are agreeing to follow these guidelines to protect students completing internships conducted on-site at your organization. Additional information can be found at <https://www.osha.gov/Publications/OSHA3990.pdf> and <https://www.cdc.gov/>.

Site Supervisor Signature

Date

3. Student: By signing below, I agree to:

- Meet the objectives and participate in the action items listed in learning agreement and syllabus
- Read, understand and accept the Hood College Internship Handbook, available at <https://www.hood.edu/campus-community/catherine-filene-shouse-center-career-development-experiential-education/internship-program>
- Meet the eight NACE Competencies: Critical Thinking/Problem Solving; Oral/Written Communications; Teamwork/Collaboration; Digital Technology; Leadership; Professionalism/Work Ethic; Career Management; and Global/Intercultural Fluency available at <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>
- Prior to the beginning of the experience, complete a pre-internship survey. At the conclusion of the internship, complete an exit survey to be turned along with a final signed timesheet to the Career Center no later than the last day of undergraduate classes for the semester. The date for this semester is May 6, 2022. Not completing and returning these documents will result in an incomplete for the internship.

COVID-19 Related Information

- Student interns will read and follow all workplace safety guidelines related to COVID-19 as set forth by your employer, Hood College, and the U.S. Department of Labor Office of Health and Safety Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). Guidelines for workplace safety can be found at <https://www.osha.gov/Publications/OSHA3990.pdf> and <https://www.cdc.gov/>.
- ***Students should not engage in any activities in which they would knowingly come in contact with persons who have the COVID-19 virus. An Internship in which the safety of the intern is at risk may be discontinued by the college.***
- Students must report any violation of COVID-19 safety measures to the Hood College Center for Career Development and Experiential Education at careers@hood.edu.
- Engaging in experiential education activities, which bring students in contact with individuals from the external community, carries with it inherent risks for being exposed to the COVID-19 virus. Students must sign the internship-affiliated waiver that acknowledges their awareness of these risks and their assumption of personal responsibility.

Student Signature

Date