
INTERNSHIP LEARNING AGREEMENT

This agreement *must be filled out completely, signed, and returned to (Sponsoring Academic Department Internship Coordinator - List person and contact method)* before you start your internship in order for Colorado State University (CSU) to sponsor your internship. This agreement is required in order to qualify this internship for consideration for Workers' Compensation insurance coverage by CSU for non-paid internships. Clear definition of the Host site's expectations and the student's learning objectives will maximize the internship experience for both parties.

The student, host site, faculty sponsor, and internship advisor agree to assume the responsibilities outlined below for the duration of the student's internship placement. **NOTE:** Employer, Faculty, and internship advisor signatures are **required prior** to the start of internships.

SPONSORING ACADEMIC DEPARTMENT

Academic Department _____	Dean/Chair _____
Internship Coordinator _____	Ph. _____
Campus Address: _____	Email: _____
Internship Supervisor _____	Ph. _____
Campus Address: _____	Email: _____

STUDENT INFORMATION

First Name _____	Last Name _____	Student ID # _____
Phone _____	Cell# _____	Email _____
Address _____		
City _____	State _____	Zip Code _____
Major(s) _____	Degree _____	Year in School _____
Academic course registered in for internship _____		Credit hours _____ Semester _____
Emergency Contact _____	Ph _____	Relationship _____
Emergency Contact _____	Ph _____	Relationship _____
List any allergies or special medical conditions you would like to Host Site to be aware of _____		

EXPERIENCE PROVIDER INFORMATION

Organization:	_____
Address	_____
City	_____ State _____ Zip _____
Site Supervisor	_____ Position within Organization: _____
Ph	_____ Email: _____
Person within Organization who has authority to authorize receipt of internships	_____
Ph	_____ Email _____

INTERNSHIP INFORMATION

Start date (mm/dd/year)	_____	End date (mm/dd/year)	_____
Academic semester	___ Fall ___ Spring ___ Summer	Course #	_____
On site hours per week	_____	Position Title	_____
Internship type:	___ Credit only #credits_____ Unpaid? Yes/ no		
	___ Credit & Paid #credits_____ Pay rate/hour \$_____ # of hours/week		
Will any type of stipend or reimbursement be provided? If so, please list the specific amount	_____		
Who is providing the stipend?	_____		
How will the student be paid for the stipend by CSU	_____	or by outside Organization	_____
or by Experience Provider	_____	When will payment(s) be made	_____
Is the stipend for something specific? Please state what the stipend is to cover	_____		
Will student receive room/board or other accommodations during the course of this internship? Yes ___ No ___			
If yes, please outline what will be provided	_____		
If the student is to receive reimbursement for any expenses, please list expenses, type of reimbursement and process for payment	_____		

Tips for Writing a Qualified Internship Description

The job description serves as the framework for the student's work experience.

Job Description

- Determine the actual tasks and responsibilities prior to determining any special qualifications required for the position.
- Describe the position and responsibilities in a way that will entice the student to want to learn more about your organization
- Include duties that peak student interests and demonstrate that you intend to assign meaningful and significant projects.
- Include "Reports to" and "Consults with" information so the intern understands with whom they will be interfacing.
- A well-written job description is more than a list of tasks. It reflects a sense of priorities and opportunities for learning.
- Ideally, word the job description in such a way that intern's performance can be measured.
- Hours
- Wages
- Start date
- Identify the location of the activities, e.g. outdoors, laboratories, off-site locations

What will the intern learn?

Consider these questions:

- What can students learn that will advance their understanding of prior University course work?
- What industry-specific skills will the student gain to enter better prepared for a career in this field?
- Are there any special training programs that will occur during this intensive experience?
- What professional skills will the student acquire during this internship experience?

Qualifications

This section defines the specific minimum skills, attributes or credentials required to start in the position.

Is there any physical requirements of the position?

Identify all training requirements.

- safety training based on risk assessment
- HIPAA, FERPA
- sexual harassment, non-discrimination and standards of conduct
- alcohol, drug and marijuana use and smoking in the workplace
- confidentiality and computer use guidelines
- emergency response requirements
- Confidentiality

INTERNSHIP DESCRIPTION

The Site Supervisor and student should complete this section together.

Describe the nature of the position and intern's duties. List specific projects or tasks as well as the required skills. Attach a job description if available.

Identify qualifications needed for the position

Identify any required skills and physical requirements

Internship learning objectives

What are the learning objectives of the internship? How will this experience enhance the student's knowledge of coursework concepts? How does this internship contribute to the student's ability to enter a career with experience? List 3-8 specific educational, professional, and personal goals that are observable, measurable, and able to be evaluated by the faculty sponsor and site supervisor. Begin bullet list with words such as "assist with," "learn how to," "expand knowledge of," "understand the process of." Include any special training programs, workshops. *Note: Your department may have standardized departmental learning objectives.*

Internship considerations

Provide the following information

1. Location of the activities, e.g. outdoors, laboratories, off-site locations

2. Potential hazardous and exposures, if any, and their consequences.
This includes exposure to materials and activities, for example, animal, biological, chemical, physical or radiological hazards.

3. Identify any safety equipment and training requirements.
 - a. Confer with Environmental Health Services on laboratory safety training requirements, e.g., blood borne pathogens, hazardous chemicals.

4. Outline all training requirements including safety training needed who is responsible for each action item

5. Vaccinations, if any that are required in order to participated in the outlined internship

6. Describe whether the internship site requires background checks, what insurance requirements, if any, and whether confidentiality agreements are required. (If the internship site requires insurance requirements please contact the Office of Risk Management & Insurance prior to agreement.)

TO BE COMPLETED BY FACULTY/CSU SPONSOR

Faculty Sponsor _____		Department _____	
Ph. _____	E-mail _____	Office Location _____	
Internship Course Number _____		Course Title _____	
Number of Credits _____			
Academic requirements:		Grading: <input type="checkbox"/> Letter grade <input type="checkbox"/> Pass/fail	
<input type="checkbox"/> Term Paper/Project	Due Date _____		
<input type="checkbox"/> Progress Report	Due Date _____		
<input type="checkbox"/> Reflection Journal	Due Date _____		
<input type="checkbox"/> Assigned Reading	Due Date _____		
<input type="checkbox"/> Number of Email Contacts	_____		
<input type="checkbox"/> Meeting Date(s)/ Time(s)	_____		
List all times: _____			

<input type="checkbox"/> Internship Time Log			
<input type="checkbox"/> Employer Evaluation			

<input type="checkbox"/> Other _____			

Assignment Descriptions:

Grading Rubric (e.g. 20% Time Log, 40% Assignments, 20% Employer Evaluation)

FACULTY/CSU SPONSOR RESPONSIBILITIES:

- Verify the student meets departmental requirements for an internship.
- Assist the student in formulating concise and clear learning objectives for the internship.
- Review the position description and ensure that it meets learning objectives
- Determine and discuss how the proposed internship is relevant to the student's educational objectives and merits academic credit.
- Complete CSU's Sponsor portion of the Learning Agreement and monitor its completion
- Determine academic assignments, monitor student progress, and provide final evaluation/grade.
- Provide students with appropriate academic assignments related to the internship placement
- Keep in contact with interns throughout the internship in order to appraise progress and address concerns and questions
- Upon request, meet with site supervisors to discuss internship placements
- Review the site supervisor's evaluation and use as part of student's final grade
- Award credit and a final grade based on interns' completion of assignment
- Follow up on any safety or training issues prior to start date
- **Do not complete any agreements with host site other than the learning agreement without the review of CSU Office of General Counsel.**
- Do not agree to any insurance requirements without approval from Office of Risk Management & Insurance
- Ensure that there is a communication response plan, in the event of a student emergency. For example, communication tree where site supervisor notifies academic supervisor, who in turn notifies Department head/ Dean, and Office of Risk Management & Insurance.

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I am in agreement and acceptance of my Roles and Responsibilities

Faculty Sponsor Signature _____
Printed Name Signature Date

INTERNSHIP COORDINATOR RESPONSIBILITIES:

- Review the student's eligibility for participating in an academic internship (GPA, prerequisites, etc.)
- Maintain copy of host site's certificate of insurance.
- Maintain a copy of safety training given.
- Maintain a copy of all agreements between the parties of this internship
- Act as primary liaison between the student, the host organization, and the faculty advisor
- Review the Learning Agreement for completeness and accuracy of information.
- Administer internship evaluation process for all parties.
- Ensure that all Agreements and documents are in place prior to the start of the internship
- Serve as liaison for any issues that arise during an internship – e.g. workplace conflicts or problems with supervisors or co-workers, injuries, not getting the agreed onsite hours, ensuring the opportunity to fulfill the requirements of the internship – number of work hours, learning goals, etc.
- Conduct site visits with intern student and site supervisor
- Collect employer's final evaluation and send to the faculty sponsor

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I am in agreement and acceptance of my Roles and Responsibilities

Internship Coordinator _____
Printed Name Signature Date

EXPERIENCE PROVIDER UNDERSTANDING AND ACCEPTANCE OF THEIR RESPONSIBILITIES

(Page 1 of 2)

Verify the position and duties meet the University's Qualified Internship criteria

- Complete a job description that includes;
 - Learning Objects & Goals
 - Professional areas the intern will gain exposure to
 - Expected skills to learn
 - Duties and responsibilities of intern
 - Resources, equipment, and facilities provided by the host employer that support the learning objectives/goals.
 - Special qualifications required for the position.
 - Special training or considerations required of the position
 - Dates on internship
 - If a confidentiality agreement is required, stated it in the job description upon posting.
- Encourage professionalism by assisting student in developing communication, interpersonal, decision-making, and other skills
- Provide opportunities for increasing responsibility; keeping student directed toward accomplishing his/her learning objectives
- Disclose all agreements a student will be asked to sign in the internship description
- Provide an orientation, any precautionary safety instructions, training and ongoing supervision for assigned duties.
- Provide a safe work environment
- Provide student and CSU staff with information regarding any **Safety Considerations.**
 - Identify the risks of activities the intern maybe involved in and identify the required safety training for any tools, computers, specialized equipment, vehicles, physical activities, hazardous chemicals, biologicals or radioactive materials, etc. that are part of their activities.
 - Provide adequate safety training and provide all Personal Protection Equipment to the student and have them properly fitted prior to the start of internship.
 - Document training and include a signature that the training was received and understood and provide CSU with copies of safety and training instructions
- Maintain an open channel of communication with regular meetings
- Keep internship duties within the scope outlined.
- Complete all training documentations a final evaluation.

Site Supervisor Acknowledgement of review of page 1. _____ date _____

EXPERIENCE PROVIDER RESPONSIBILITIES Continued

If the student is paid, understand the responsibility for

- Providing workers’ compensation and liability insurance in accordance with State laws where the internship is conducted. Provide CSU a Certificate of Insurance.
 - Comply with federal and state laws prohibiting discrimination on the basis of race, color, sexual orientation, national origin, sex, and/or disability
 - Comply with Federal Labor Standards Act (FLSA)
 - Comply with Affordable Care Act and IRS reporting requirements.
- Any insurance requirements of Colorado State University need to be approved and agreed to by the Office of Risk Management & Insurance prior to placements. CSU doesn’t automatically provide professional liability insurance. A number of CSU academic programs, and organizations offer professional liability policies for a fee. The employment site and/or intern is responsible for outlining needs and obtaining this insurance if required
 - Add intern under your business vehicle insurance, if employee is expected to operate business vehicles.
 - Notify Sponsoring Faculty member and Internship Coordinator in a timely manner if any problems arise during the internship placement.
 - Complete a final written evaluation of the student's performance
 - Stay within the hours outlined in the internship learning agreement.

This agreement does not release the host site from any liability action that may be taken against them for negligence of safety or work place practices.

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I am in agreement and acceptance of my Roles and Responsibilities

Site Supervisor _____

Printed Name	Signature	Date
--------------	-----------	------

Business Owner _____

Printed Name	Signature	Date
--------------	-----------	------

INTERN/STUDENT UNDERSTANDING OF RESPONSIBILITIES

- Review the internship position description to ensure that it meets the criteria for an internship within his/her academic study
- Register internship with the _____ of _____
- Department, register for course# _____ and submit a Learning Agreement for approval prior to the start date of the internship
- Sign up and complete the required numbers for the credits hours outlined for the internship selected
- Understand that the number of credit hours listed in this agreement will be added to my course schedule and that I will be charged the appropriate tuition for these credits
- Implement tasks that fulfill the job description and learning objects
- Complete all pre intern requirements that are listed in the job description and in the learning agreement
- Approach the internship in a professional manner that is guided by courtesy, a desire to learn, and a willingness to receive feedback for improvement
- Act in a responsible and appropriate manner in accordance with the rules and regulations of the organization
- Complete all assignments outline in the Internship description and Signed Learning Agreement.
- Observe all safety rules
- Fulfill tasks and responsibilities assigned by your site/host supervisor and outlined in this Learning Agreement.
- Notify your faculty sponsor in a timely manner of any changes to this Learning Agreement or if any problems develop during the internship.
- Complete all assignments outlined in this agreement.
 - Complete the evaluation of your internship experience
- Secure all vaccinations, insurances, training and equipment required and outlined in internship description

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I am in agreement and acceptance of my Roles and Responsibilities

Student _____
Printed Name **Signature** **Date**

Supervisor Evaluation

Student Information

First Name: _____ Last Name: _____

Start Date: _____ End Date: _____

Employer Information

Employer Name: _____ Supervisor: _____

Department: _____ Phone: _____

Please rank the following based on the intern's performance	Poor	Below Average	Average	Above Average	Exceptional
Attitude toward work					
How quickly intern picked up new tasks/ability to adapt					
Performs well under pressure					
Quality of work					
Decision making (i.e. judgment, setting priorities)					
Interacts well with the office					
Presents a professional image					
Shows up on time					
Overall					

1. Please provide a brief description of intern's duties/responsibilities.

2. What accomplishments did the intern achieve during the internship?

3. Suggestions for improvement (job skills, attitude, communications, course work, etc.):

4. Additional comments on intern's performance, strengths, and/or skills:

5. Have you discussed this report with the intern? Yes ___ No ___

Intern Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Additional Comments:

Student Evaluation

First Name: _____ Last Name: _____ Student ID: _____

Employer Name: _____ Supervisor: _____

Start Date: _____ End Date: _____

Please rate your internship on this scale:	Strongly Agree	Agree	Disagree	Strongly Disagree
My internship developed skills and knowledge learned in the classroom				
My internship met the educational goals I had coming into it				
My internship prepared me for my career/future				
The work I did was substantial and challenged me				
I always had work to do				
A supervisor was always available				
I will recommend this internship to others				

1. Describe your learning objectives for your internship.

2. Were your learning objectives met? Please explain.

3. What, if anything, did you learn that was not part of your learning objectives plan?

4. What did you learn that you can apply to your course work?

5. What did you learn or experience that might help you in your career?

6. Please comment on the quality of supervision you received.

7. What did you like best and least about your assignment?

8. Please give three ways your program could have been improved.

9. Overall, how would you rate your internship?

Poor (1) Fair (2) Good (3) Excellent (4)

Intern Signature: _____ **Date:** _____

Additional Comments: