

Please Note: In order to digitally sign the Electronic Internship Learning Agreement (E-ILA), you must use Adobe Reader XI (or newer)

INSTRUCTIONS

How to Update to Adobe Reader XI

- 1) Go to <http://www.adobe.com/products/reader.html>
- 2) Click “Download Now”
- 3) Click “Install Now”
- 4) In the pop-up, it asks if you want to “run” or “save” ... click RUN
- 5) “Do you want to allow the following program to make changes to this computer” – click YES
- 6) Follow the steps to finish installation

How to Create New Digital ID Signature in Adobe

- 7) Select “New Digital ID” if you want to create a new ID/signature
- 8) Select to save ID in “New PKCS#12 Digital ID file”
- 9) Enter ID information (name and e-mail are required)
- 10) Create password (if requested)
- 11) “Sign as” – select your name from the drop down box
- 12) Enter password (if requested)
- 13) Hit “sign”
- 14) Select where to save your electronic internship learning agreement (ex: Desktop or My Documents)

INTERNSHIP LEARNING AGREEMENT

STUDENT INFORMATION

Name _____

Phone # _____

Email #1 _____

Email #2 _____

GPA _____ Major(s) _____

If you have a **double** major, please note to which major academic credit should be applied:

First-year Sophomore Junior Senior Grad Student

Fall Spring Maymester Summer

Credits _____ Unpaid Paid Amount \$ _____

INTERNSHIP INFORMATION

Site _____

Supervisor _____

Supervisor Title _____

Site Address _____

City _____ State _____ Zip _____

Phone # _____

Email _____

Fax # _____

Starting Date _____ Ending Date _____

NOTE: Start and end dates must fall within the semester you wish to earn credit. You cannot begin to work at the internship site for credit until this agreement is signed by Career Development.

REQUIREMENTS

1. Copy and paste internship position description here: (attach description separately to e-mail if necessary)

2. Describe how your internship relates to your major and/or career goals.

3. What do you expect to learn through this experience? In consultation with your Faculty Supervisor, identify at least three (3) Learning Objectives.

Objective I:

Objective II:

Objective III:

4. In consultation with your Site Supervisor, determine what duties will help you achieve the learning objectives listed in item #3. List the duties you will perform in connection with each objective.

Objective I:

Objective II:

Objective III:

5. Determine with your Faculty Supervisor which of the following projects will be completed for your Internship credit. Keep in mind, the more credits you are registered for, the more academic work you are responsible for completing. *For example*, you should produce more academic work for a 6 credit internship than you would for a 3 credit internship.

Check all that apply and provide details:

Portfolio (specify length _____ and content_____)

Video project (please describe):

Papers: (Number of papers_____ at _____ pages each)

Reflective journal (number of pages_____ and dates due_____)

Other final project (please describe):

6. How will the above project(s) demonstrate how you've met your learning objectives?

7. Your Faculty Supervisor will arrange a regular schedule and form of communication with you. Please indicate below how often and by what means you will communicate throughout the internship.
For example, "Weekly by E-mail."
8. Submit this completed electronic agreement with all necessary attachments and signatures to Crystal Vietmeier at cvietmeier@chatham.edu. If your internship is approved, she will sign this learning agreement, forward it to the registrar's office to complete registration, and provide copies to all parties.
9. Attend and participate in an Internship Reflection Group meeting toward the conclusion of the internship semester to share your experience with other students.
10. Upon completion of the internship semester, a Student Evaluation and a Supervisor Evaluation must be completed through Qualtrics (online survey). The evaluations will be saved and forwarded to the Faculty Supervisor before a final grade can be assigned.

APPROVAL SIGNATURES – Electronic signature authorizes approval and indicates understanding and commitment to comply with and complete all items as outlined on this agreement.

Student Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____

Faculty Advisor Signature (*If not acting as Faculty Supervisor*)
 _____ Date _____

Site Supervisor Signature _____ Date _____

Please Check: My organization is a not-for-profit entity: Yes No

Office of International Affairs Signature (*International Students and/or International Internships Only*)
 _____ Date _____

Department Chair (*signature only needed if doing internship seemingly unrelated to major*)
 _____ Date _____

Career Development Advisor Signature
 _____ Date _____

Note to Prospective Student Intern: You *must* submit this as **one completed** document electronically via e-mail to Crystal Vietmeier, Assistant Director of Career Development: cvietmeier@chatham.edu.

For questions or problems with completing this electronic form, please contact Crystal Vietmeier