

Thank you for participating in the Chatham University Internship Program.

~~Students~~- please complete section 1 of this document

~~Site supervisors~~- please complete section 2 of this document

~~Faculty supervisors and Chatham University administration~~- please complete section 3 of this document

**All parties should review the entire learning agreement.**

Once all parties have signed, each signer will receive an email from DocuSign stating that the agreement has been signed and completed.

*Be sure to save a PDF copy of the final agreement to refer back to throughout the internship.*

**SECTION 1**

**STUDENT INFORMATION (For student to complete)**

Name \_\_\_\_\_

ID # \_\_\_\_\_

Phone # \_\_\_\_\_

Email #1 \_\_\_\_\_

Email #2 \_\_\_\_\_

GPA \_\_\_\_\_

Major(s) \_\_\_\_\_

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

**Class year:**     First-year         Sophomore

Junior         Senior         Grad Student

**Semester completing internship:**

Fall         Spring         Summer

**# of Internship Credits** \_\_\_\_\_

Unpaid     Paid    Amount: \_\_\_\_\_

**I acknowledge that my internship will not count for academic credit if I do not register for the course through portal or the university registrar's office.**

**INTERNSHIP INFORMATION (For student to complete)**

Site Name \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor Title \_\_\_\_\_

Site Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Not-for-profit Entity?     YES     NO

Starting Date (Month/Day/Year) \_\_\_\_\_

Ending Date (Month/Day/Year) \_\_\_\_\_

**I have been employed at this site previously:**

No     Yes

\*\*\*Please note- you are not permitted to intern at your previous or current place of employment.

**I have completed an internship here before:**

No     Yes    List semester/s: \_\_\_\_\_

**I acknowledge that the start and end dates for my internship must fall within the semester I wish to earn credit and that I cannot begin to work at the internship site for credit until this agreement is signed by Career Development.**

## **Code of Professional and Ethical Conduct for Student Interns**

### **General Statements**

While interning at your site, you are representing not just yourself, but the university and your fellow students, both current and future. Whether you do well or not at your site may have implications far beyond your current situation.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern will be measured by the university sponsored performance evaluations that you complete and that your site completes on your behalf. You must receive a satisfactory (or better) performance rating for the period of your internship for the internship to be recognized by the university.

You must keep your faculty supervisor, your sponsoring employer, and the Career Development Office apprised, at all times, of your current e-mail address, physical address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. You will be responsible to notify the employer immediately in case of absence.

Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to the Career Development Office.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact the Career Development Office immediately.

Due to the nature of an Internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by your faculty supervisor and the Career Development Office in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the internship arrangement at the risk of academic.

You will follow all policies and procedures of the internship, as well as the university policies for on-campus classes. This includes completion of all assignments related to the internship.

### **Specific Statements**

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site
- Reporting for the internship on-time
- Using appropriate written and oral expression in all interactions with university personnel, managers, supervisors, employees, the public and clients
- Participating in any orientation or testing required by the internship site
- Observing all established safety and sanitation codes
- Engaging in positive, good, legal behavior
- Accepting responsibility and accountability for decisions and actions taken while at the internship site
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.

I acknowledge and agree to abide by the above Code of Professional and Ethical Conduct for Student Interns.

SECTION 1 (Continued)

**FACULTY SUPERVISION INFORMATION (For student to complete)**

Faculty Supervisor Name:

Faculty Supervisor Email:

\_\_\_\_\_

\_\_\_\_\_

Determine with your faculty supervisor which of the following projects will be completed for your internship. 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)

Content for paper:

\_\_\_\_\_

Reflective journal (number of pages \_\_\_\_\_ and dates due \_\_\_\_\_)

Content for Journal:

\_\_\_\_\_

Other final project (please describe):

\_\_\_\_\_

You and your faculty supervisor should be in regular communication during your internship. Please indicate below how often and by what means you will communicate throughout the internship. *For example*, "Weekly by E-mail." \*\*\*Please note, this is not in place of the academic project you have selected above.

I acknowledge that I have met with my faculty supervisor to review my learning outcomes, learning objectives, and my academic project.



SECTION 1 (Continued)

**CAREER GOALS AND LEARNING OBJECTIVES - (For student to complete)**

1. Copy and paste internship position description here: (or attach description here)

SAMPLE

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 3 learning outcomes. What do you hope to accomplish through this internship? Remember to make them “SMART” - Specific, Measurable, Attainable, Relevant, Timely

**Learning Outcome I:**

**Learning Outcome II:**

**Learning Outcome III:**

4. Determine what duties and learning objectives will help you achieve your learning outcomes listed in question #3. List the duties you will perform in connection with each outcome.

**Learning Objective I:**

**Learning Objective II:**

**Learning Objective III:**

I will attend and participate in an **Internship Preparation Workshop** before beginning the internship and an **Internship Reflection Group** towards the conclusion of the internship/semester to share my experience with Career Development and other students. I will also complete **three required evaluations**.

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 2

### Site Supervisor Information (For site supervisor to complete)

The Site Supervisor will act as a guide for the student listed above as they complete their internship. They will provide mentorship and projects related to the student's learning outcomes listed above. The projects completed should be no more than 15% busy or clerical work.

The site supervisor will complete both a midterm and final evaluation to be sent out by Career Development. The evaluations will be saved and forwarded to the faculty supervisor before a final grade can be assigned.

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

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 3

### Faculty and Chatham University Administration Information (For faculty and admins to complete)

The Faculty Supervisor will communicate with the student on a consistent basis throughout the internship experience and will provide academic support in relation to the internship outcomes. The faculty supervisor is responsible for submitting the student's final grade.

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

Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor Signature (If not acting as Faculty Supervisor)

\_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_ **Date** \_\_\_\_\_

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

\_\_\_\_\_ **Date** \_\_\_\_\_

**Career Development Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

SAMPLE