

Thank you for participating in the Chatham University Internship Program.

**Students-** please complete section 1 of this document (Pages 1-6)

**Site supervisors-** please complete section 2 of this document (Page 6)

**Chatham University faculty and administrators-** please complete section 3 of this document (Page 7)

**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:

Semester completing internship:

# of Internship Credits: \_\_\_\_\_

Internship Compensation:  
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 \_\_\_\_\_

My internship's company/organization is:

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

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

I have been employed at this site previously:

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

I have completed an internship here before:

If yes, list semester/s: \_\_\_\_\_

I am completing a remote internship:

I acknowledge that the start and end dates for my internship must fall within the semester I wish to earn credit.

## 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 and complete the other requirements noted in the academic catalog and this syllabus to pass this course. **Please note, if you are terminated from your internship, quit your internship, and/or fail to complete the amount of credit hours that you registered for, you will fail this course.**



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 and your faculty instructor.

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 instructor 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.

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.

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

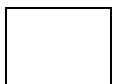
You will follow all policies and procedures of the internship, as well as the university policies for on-campus classes. This includes completion of all assignments related to the internship.

### 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 INSTRUCTOR INFORMATION (For student to complete)

Faculty Instructor Name:

Faculty Instructor Email:

\_\_\_\_\_

\_\_\_\_\_

Determine with your faculty instructor 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.

**Select your academic project** (Portfolio, presentation, video project, paper, reflective journal, other):

Describe the content of your academic project (i.e. what might your portfolio focus on, what will the topic of your paper be)

\_\_\_\_\_

What is the length of your academic project (i.e. a 5 page paper, a 30 minute presentation, 14 journals)

\_\_\_\_\_

What is the due date for your academic project?

\_\_\_\_\_

You and your faculty instructor 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 instructor 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 or attached internship position description here: (If attaching description here, please type "attached" in the box).

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 instructor, 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. For your learning objectives, list the duties you will work on during your internship that will help you achieve your learning outcomes listed in question #3.

**Learning objectives to help achieve learning outcome I:**

**Learning objectives to help achieve learning outcome II:**

**Learning objectives to help achieve learning outcome III:**

I have acknowledge that I have reviewed my learning outcomes and academic project with my faculty instructor of record.

SECTION 1 (Continued)

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

In addition to abiding by the Code of Professional and Ethical Conduct for Student Interns (page 2). The student agrees to complete all the internship requirements list below to receive a passing grade:

- Submit your internship learning agreement by the add drop deadline for the semester you are registered for
- Attend an Internship Preparation Workshop through Career Development prior to starting your internship
- Complete three evaluations at the beginning, midpoint, and end of the semester (sent by Career Development)
- Attend an Internship Reflection Group at the end of your internship
- Complete 40 hours of internship time for each credit you register for
- Maintain on-going communication throughout the semester with your faculty instructor as listed on this agreement
- Submit your final academic project, as listed on this agreement, to your faculty instructor by the deadline that was given to you

**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 instructor 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

Chatham University Faculty and Administration Information (For faculty and campus administrators to complete)

The faculty instructor 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 instructor is responsible for submitting the student’s final grade.

Faculty Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor Signature (*If not acting as Faculty Instructor*)  
\_\_\_\_\_ 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 \_\_\_\_\_

