

INTERNSHIP AGREEMENT- DRAFT OUTLINE

You must draft your internship agreement on a computer.

Please submit to the CRC:

1. Paper copies of the following three documents:
 - your **internship agreement signed** by you, your faculty sponsor, and the Director of Students Accounts
 - **written job description** from your employer
 - your **resume and**
2. **Electronic version of the three documents** (your internship agreement, job description and resume) on a computer disk **or** as an email word attachment to: crc@unity.edu

Your agreement must contain all of the headings listed below.

Any questions, just ask the CRC staff. Thanks!

Name:

College box #:

Email address:

Permanent address and telephone number:

Mailing address, phone number, during internship:

Address at which you will receive your personal mail and telephone number

College degree and expected graduation date:

Please include your anticipated graduation date

Faculty sponsor:

Academic advisor:

Course rubric/number and title:

See page 20, for instructions on assigning a course rubric

Internship Organization/Agency:

Please indicate the name of the organization that you will be doing your internship with

Internship Location:

Please indicate the city and state where you will be doing your internship

Organizations mission statement:

What is the organizations mission statement/purpose/philosophy?

Internship description:

Using full sentences and in paragraph form describe your internship. Include name of agency, mission of agency, your job title and the role you will play in the agency. Identify your long term career goals and then explain how this internship will help you achieve those career goals.*

Specific duties at worksite:

*List typical daily tasks and important duties of the position **and attach the written job description** provided by the worksite*

Personal learning goals:

List the goals you hope to achieve by the end of the internship. Work with your faculty sponsor to develop challenging learning goals that are specific, measurable, achievable, relevant and trackable.

Worksite supervisor:

*Supervisor Name, Supervisor Job Title, Agency Name
Complete Mailing Address, City, State, Zip
Telephone Number & Email address*

Internship level:

1000, 2000, 3000, or 4000 level

Number of credits:

Dates of employment:

As close to the exact dates as possible

Number of work hours:

_____ number of hours per week x _____ number of weeks = _____ total hours.

(Example: 30 hours per week x 8 weeks = 240 hour) If over 40 hrs per week please list daily work hours.

Salary:

Non-monetary compensation:

Room, board, travel stipend, etc.

Preparation:

List applicable courses taken including rubric #; relevant work/volunteer experience or training.

Report or project description:

(For 6, 9 or 12 credit internships) Please describe your major report or project which contains original work and is an outgrowth of the internship experience.

Communication with faculty sponsor:

Describe briefly the arrangements you and your faculty sponsor have made for communication during your internship.

Items to be submitted for grading:

• **Portfolio**

List what you will submit to your faculty sponsor at the end of the internship for evaluation. See Section III in the Handbook if you have questions about what needs to be submitted. If you are undertaking 6 or 12 credit internship describe the product or documentation materials (from your report or project) you will be submitting for evaluation.

• **Public Presentation**

For 3000 and 4000 Level internships you are required to do a public presentation that demonstrates some aspect of what you learned during your internship.

IMPORTANT: List the type of presentation (PowerPoint, instructional, workshop, storyboard), when, where, and to whom).

Final due date:

Specific date when all evaluative material will be submitted to your Faculty Sponsor. Presentations must be completed by this date as well.

I met with the Business Office's Director of Student Accounts and understand the financial obligations I am undertaking when registering for this internship.

Signature of Student

Signature of Director of Student Accounts Business Office

To: The Internship Committee

I agree to serve as the faculty sponsor for this internship. I have contacted the site supervisor, reviewed this draft internship agreement with the student and **believe that it meets the standards described in the Internship Handbook.**

Signature of Faculty Sponsor