

Internship Learning Contract

The following named individuals hereby enter into an internship contract, which binds the signatories to a learning experience designed to benefit both student and internship site. **Please Print Legibly!**

1.							
	Student's Name			Major	Voice Mail #		Telephone Number
	Home Address	City		State	Zip Code		Home Phone #
	Summer Address	City		State	Zip Code		Summer Phone #
2.			_ ()			
	Employer's Name			Telej	phone Number		Company Web Address
	Company Name	Address		•	City	State	Zip Code
	Supervisor's Name					Title	
	Supervisor's Email Address						
3.			_				
	Faculty Sponsor's Name			Office F	Phone #		E-Mail Address
Ad	ministrative Information (To be	completed by stude	ent):				
Co	urse name and number:						
Ser	nester/Year enrolled:		_ In	Internship Dates:		to	
Но	urs to be worked:						Credits earned:
Th	e parties to this contract agree to c	levelop and abide b	y the f	following cri	iteria for a satis	factory co	ompletion of an internship:
Le	arning Goals and Objectives (To	be completed by st	tudent):			
use	e following set of goals and learni d as guidelines for determining warse grade. (Attach additional pag	hether the requiren	nents o	of the interns			
A. B.	tline of Intern Responsibilities (Intern Job Title: The student will be responsible for	or the following duti	ies and	d responsibil	lities: (A forma	l job desc	ription should be attached to
this	s contract.)						

- **C.** The site supervisor will be responsible for utilizing the student to her/his fullest capacity, to assign her/him to challenging tasks whenever possible, and to allow the student the maximum opportunity to grow through the use of skills acquired and the exercise of judgment in making decisions.
- **D.** The faculty sponsor will monitor the progress of the student throughout the internship and act as a resource as required. The faculty sponsor will establish the criteria for evaluating the internship, maintain communication with site supervisor, debrief the intern, and record course grade in the registrar's office.

<u>Outline of Course Requirements</u> (To be completed by faculty sponsor):					
A. As a requirement for the successful completion of the internsh (outlines, logs, evaluations, final report, presentation, etc.):	ip, the student is required	to submit the following material			
B. The site supervisor is required to evaluate the performance of t to meet with the student periodically to inform her/him of her/his forms provided by the College. The site supervisor will detail the period as well as those areas where improvement is required.	progress and to complete	the mid-term and final evaluation			
C. The faculty sponsor is responsible for accumulating and evaluation	ating the material provide	d by the student and the site.			
<u>Grading Criteria</u> (To be completed by faculty sponsor):					
Grading for this internship will be pass-fail based on the following	y:				
Signatures:					
Student:		('1 11)			
Site Supervisor:	(date)	(email address)			
Faculty Sponsor:	(date)	(email address)			
Academic Department Chair:	(date)	(email address)			
Career Development Director:	(date)	(email address)			

(date)

(email address)



Internship Policies and Code of Ethics Agreement

Your initials and signature at the bottom of this form indicate you understand the following details as they are outlined below and agree to the requirements listed.

1.	I understand that The Colby-Sawyer College Internship Policies and Code of Ethics apply towards my behavior during any internship assignment. Initial
2.	I understand that permissible work absences include illness or other serious circumstances. I will be responsible to notify the employer and my faculty sponsor in case of absence. Initial
3.	I understand that any changes in my internship status (layoff, cutback in hours, or dismissal) must be reported immediately to my faculty sponsor and Internship Director. Initial
4.	I am responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the employing organization. Initial
5.	If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I will contact my faculty sponsor and Internship Director immediately. Initial
6.	I understand that due to the nature of an Internship arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by the faculty sponsor and Internship Director in consultation with the cooperating employer. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition. Initial
7.	I am aware of all applicable personal medical needs and have consulted with a medical doctor with regard to them. I have secured health insurance coverage to meet any and all needs for payment of medical costs while I participate in the Internship Program. I assume all risk and responsibility for my medical or medication needs and the cost thereof.
8.	I have provided, and will continue to provide, Colby-Sawyer College with all medical data and any other personal information necessary for a safe and healthy internship experience. There are no physical or mental health-related reasons or problems that preclude or restrict my participation in the Internship Program. I assume full responsibility for any undisclosed physical, mental or emotional problems that might impair my ability to complete the internship experience. Initial
9.	I understand that the Colby-Sawyer College Internship Director may take actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience. Initial

	10.	I will respond to internship offers in the time frame specified by the internship site. After accepting one offer, I will not continue searching for other internships or accept other offers. Initial
	11.	I will not change my internship work schedule, including credit hours or contracted hours, without obtaining permission from my site supervisor, faculty sponsor and Internship Director. Initial
	12.	I will maintain satisfactory job performance and follow all policies of my employer. If I fail to do so, I may be terminated from the internship.
	13.	I will maintain satisfactory academic performance at Colby-Sawyer College and complete all academic requirements associated with the internship. Initial
	14.	I authorize investigation of all statements contained in my resume. I understand that misrepresentation or omission of facts shall be sufficient cause for termination of the internship. Initial
	15.	I understand my internship may be contingent on a physical exam, immunization confirmation, drug screening and/or background investigation. I understand that in some instances if a background check turns up even minor traffic violations, it may prevent me from qualifying for an internship. Initial
	16.	I understand that I may be required to provide evidence of my ability to work in the U.S. Initial
	17.	I understand that my employment as an intern is part of an educational program, and I am not entitled to unemployment benefits. Initial
	18.	I will comply with the Internship Program Guidelines and Policies and the Colby-Sawyer Code of Community Responsibility. Initial
	19.	I will conform to the professional standards of the internship site and will employ high standards of ethical behavior at all times during the internship. Initial
		20. I agree to release to the internship site any necessary information that would enable the internship site to provide reasonable accommodations for my participation in an internship experience if I have a documented disability or limitation.
-	Stud	ent Signature Date

COLBY-SAWYER COLLEGE STUDENT INTERNSHIP AGREEMENT

(This is a release. Please read carefully.)

I, ________, am a student at Colby-Sawyer College and plan (Student name - please print) to undertake an internship during:

| Fall | Spring | Summer, 20_____ at the following location: (Internship Site)

Colby-Sawyer College itself does not control the way in which the internship work experience and the internship site is structured or operates. In granting academic credit for this internship, the College affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Colby-Sawyer College credit but makes no other assurances, expressed or implied, about any travel or living arrangements the student has made.

INSURANCE COVERAGE

I have sufficient health, accident, disability and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Colby-Sawyer College does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release Colby-Sawyer College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the agency with which I perform my internship, Colby-Sawyer College has no liability for personal injury or property damage that may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship agency.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that Colby-Sawyer College assumes no liability for personal injury that I may suffer in the course of my internship and agree to be responsible for ascertaining whether my internship agency provides workers compensation coverage for me.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus internship may require a standard of professional decorum. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site as well as to the terms of the Colby-Sawyer College Internship Code of Ethics. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise Colby-Sawyer College in the eyes of individuals and organizations with which it has dealings, and I acknowledge the College Internship Director's responsibility for setting rules and interpreting conduct for this purpose. I agree that should the Internship Director, Faculty Sponsor or Site Supervisor decide that I must be terminated from my internship because of conduct that might bring the program into disrepute, or the internship into jeopardy, or violates the Colby-Sawyer College Internship Code of Ethics, that decision will be final and may result in the loss of academic credit.

GENERAL RELEASE

I understand that Colby-Sawyer College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the internship program. I understand that the Colby-Sawyer College Internship Director may take any actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience.

It is further expressly agreed that the internship site and its use of any and all facilities shall be undertaken by me at my sole risk and that Colby-Sawyer College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by Colby-Sawyer College. I release, discharge and covenant not to sue Colby-Sawyer College, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this internship, excepting only liability due to the negligence or willful misconduct of the College.

STUDENT SIGNATURE:	 Age:	Date: