



100 Grant Street De Pere, WI 54115-2099 • www.snc.edu

Internship Course Learning Agreement Form

(The learning agreement is due before the end of the second week of the internship course)

Student Name: _____ Major: _____

Email: _____ Phone: _____

ID: _____ Graduation Yr: _____ Course Number: _____

Intern Title: _____ If paid, \$ _____/hr.

Start Date: _____ End Date: _____ Approx Hrs/Week: _____

Onsite Supervisor & Title (please print): _____

Name of Onsite Business & Address (street, city, state, zip) _____

Supervisor Phone: _____ Supervisor email: _____

Collaborating SNC Faculty (please print): _____

Faculty Phone: _____ Faculty email: _____

Work Component

Working with your onsite supervisor, decide what on-the-job tasks, responsibilities and projects you will be involved with during your internship experience. This will be important for you and for your onsite supervisor, so that expectations on both sides are clear and planned. The intention is to ensure that your tasks and projects include challenging and meaningful work. And it will give your cooperating faculty member an overview of what experiences you will have during the internship. Then, decide on the learning objectives you will address during your internship course (see below).

Academic Component

You will receive credit for the internship course, taken in conjunction with your internship/field experience. It is designed to help you achieve specific learning objectives – the acquisition of new skills, gaining an understanding of work methods and processes – and allow you to practice them in a pre-professional setting within an organization or agency and guided both by agency professionals and St. Norbert faculty. Before beginning the internship course, you will be required to propose learning objectives. Below, list three specific learning objectives that you agree to complete during your internship experience. (For help, talk to your cooperating faculty member and read: *Planning your Learning Objectives*)

Learning Objectives What concepts, skills do you hope to learn and what experiences do you hope to have?	Strategies What specific activities or processes will help you achieve this objective?	Evaluation Methods How will progress toward achieving this objective be evaluated?
1.		
2.		
3.		

Student: I concur with all components of this learning agreement, and agree to carry out the objectives, strategies and methods of the agreement promptly and to the best of my ability. I agree to complete an evaluation of my experience and to participate in a site visit if requested. I accept the obligation of confidentiality in my work and agree to familiarize myself with and to adhere to the partnering organization's relevant policies and procedures, and to the appropriate standards of ethical conduct. I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship/student teaching experience. Further, I understand there are ordinary risks inherent in the workplace, and in travel to and from the worksite, and I will become aware of and consent to undertake such risks. I attest to having sufficient health/accident insurance to cover me during my internship/student teaching experience. I also understand that St. Norbert College has no control over any hazards to which I may be exposed during the experience and do not hold St. Norbert College liable for any accidents or incidents that may occur. (I have read and understand the Memorandum of Understanding for Interns/Student Teachers that was provided to me.)

Signature: _____

Date: _____

On-Site Supervisor: I have read this learning agreement and agree that its components meet the standards and expectations for an internship/field experience with my organization. I agree to complete an evaluation of the student and to participate in a site visit if requested. (The collaborating faculty member will contact you regarding your evaluation toward the end of the academic semester.) I agree to provide assistance and necessary training and consultation to help the intern/student make progress toward the learning objectives detailed above. I further agree to provide the intern/student with an orientation concerning relevant organizational policies, procedures and functions, to meet with the intern/student regularly, and to be available for counsel and advice for the duration of the internship/field experience. (I have read and understand the Memorandum of Understanding for Employers & Onsite Supervisors of Internship/Field Experiences that was provided to me.)

Signature: _____

Date: _____

Collaborating Faculty Sponsor: I have read this learning agreement and agree that its components represent valid learning objectives required for earning credit in the indicated St. Norbert College course. I agree to complete an evaluation of the student and to participate in any site visit that has been agreed to. I agree to provide assistance and consultation to help the intern/student make progress toward the learning objectives detailed above. I further agree to meet with the intern/student, and to be available for counsel and advice for the duration of the internship/field experience. (I have read and understand the Memorandum of Understanding for Faculty Supervisors of Internships/Field Experiences that was provided to me.)

Signature: _____

Date: _____

The student, the Onsite Supervisor and the Faculty Supervisor should each retain a copy for their own records.