



Internship Learning Agreement

This agreement must be filled out COMPLETELY, signed and submitted to the Program Internship Coordinator before you start your internship.

Program Internship Coordinators: Submit this form, along with a copy of the course syllabus and the signed Internship MOU (if one is not already on file for the host organization) to the Griffon Office of Applied Learning.

Internship Start Date: _____ Internship End Date: _____

Course Prefix and Number _____ Academic Term _____ (SEM)/_____ (YR)

Total Number of Credits _____ Work/Contact Hours _____ (45/credit hr)

Student Information

Name: _____ Are you a US Citizen? YES No

G# _____ Anticipated Graduation Date (Month/YR) _____

Major: _____ Minor: _____

University email: _____ Phone # _____

University Information

Program Internship Coordinator: _____ email: _____ Phone # _____

Faculty Academic Advisor: _____ email: _____ Phone # _____

Faculty Supervisor: _____ email: _____ Phone # _____

Internship Host Organization Information

Organization: _____

Street Address: _____ City _____ State _____ Zip Code _____

Site Internship Supervisor Name and Title: _____

email: _____ Phone # _____



STUDENT RESPONSIBILITIES AND ACKNOWLEDGMENTS

- I understand that my internship cannot be at my current place of employment or under the supervision of a family member.
- I have communicated with my academic advisor who confirmed that I meet the prerequisites for my internship.
- I understand that all my work hours must be completed at the same employer during the semester I am enrolled for credit.
- I understand that a minimum of 45 work hours are required for each credit hour that I am enrolled in.
- I will regularly check my email and Canvas account to ensure all requirements for the course are completed
- I agree to conduct myself in a professional manner, complete assigned tasks, and adhere to all personnel rules to the satisfaction of my supervisor.
- I understand I am a student first and my internship will not interfere with my class schedule or academic success.
- I will fulfill the tasks and responsibilities assigned by my on-site supervisor and outlined in this learning agreement. I will conduct myself in a professional and ethical manner at all times.
- As an intern with the organization listed above, I will treat all knowledge, information, and material gained through my work assignment so as to protect its confidentiality. I understand that information acquired and compiled in the course of my work assignment is the sole property of the organization, and I agree to make no public release of any portion thereof, nor shall I publicly discuss or distribute any information as to compromise its confidentiality.
- I understand that the awarding of an internship does not guarantee or imply any future employment opportunities with this organization.
- I understand my grade will be based, in part, on evaluations by my on-site supervisor and the assignments required by my faculty internship supervisor as communicated in the course syllabus.
- I will contact my faculty supervisor in a timely manner about any changes to my Internship Learning Agreement or if any problems arise.
- I will complete all post internship evaluations by the specified deadline.

HOST ORGANIZATION INTERNSHIP SUPERVISOR RESPONSIBILITIES

- Verify that the position and duties meet Missouri Western State University internship criteria.
- Comply with all federal and state laws regarding nondiscrimination and sexual harassment.
- Confirm proposed Learning Outcomes are reasonable expectations for the internship and provide a complete job description to the student and Faculty Internship Supervisor.
- Provide the student with supervision, training, and the resources necessary to perform assigned tasks.
- Provide written evaluation of the student intern at mid-term and upon completion of the internship.
- Immediately notify the MWSU Faculty Internship Supervisor should any problems arise or early termination of the internship become necessary.



FACULTY INTERNSHIP SUPERVISOR RESPONSIBILITIES

- Approve the number of credits, work hours, length of internship and proposed learning outcomes and related tasks and responsibilities of the internship.
- Keep in contact with student throughout the internship to offer guidance and support.
- Provide student with a course syllabus for their internship experience that includes academic assignments and expectations associated with the internship.
- Maintain a Canvas course associated with the internship.
- Assign student’s grade based on successful completion of academic assignments, required hours and the performance as evaluated by the internship on-site supervisor.
- Maintain all appropriate internship records, forms and evaluations.
- Facilitate communication with the student and employer throughout the internship.
- Conduct internship site visits when appropriate and allowable by intern work schedule and location.
- Distribute and collect evaluation forms twice during the semester. The forms are to be completed by the on-site supervisor at mid-term and upon completion of internship and by the student upon completion of the internship.
- Distribute and collect post internship evaluation forms to both intern and host organization.

Student Signature

Date

MWSU Faculty Supervisor Signature

Date

Organization Site Supervisor Signature

Date

MWSU Program Internship Coordinator Signature

Date

STUDENT INTERNSHIP CHECKLIST:

- Submit the learning contract to the Program Internship Coordinator no later than the first day of the semester. Provide a copy to your on-site supervisor as well.
- Ensure your health care coverage is current and up-to-date.
- Be sure your internship supervisor completes mid-term and final evaluations and submits them to your Faculty Supervisor.
- Complete academic assignment for your faculty supervisor.
- Complete the Internship Post-Program Survey and submit to your faculty supervisor at the completion of the internship.