

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### STUDENT INFORMATION

#### Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Term to be enrolled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORKSITE SUPERVISOR INFORMATION**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOURS**\_\_\_\_\_\_\_\_\_\_\_\_ credit hours x 45 = \_\_\_\_\_\_\_\_\_\_\_ work hours

**INTERNSHIP DESCRIPTION:** (use back or other page, if necessary)

**REQUIREMENTS**

From the **Supervisor**:

1. ***Within the first three weeks*** of the internship the supervisor must send the instructor above a letter or e-mail which includes:

 a. a description of the student's duties and responsibilities;

 b. amount and kind of supervision the student will have; and,

 c. a copy of this signed document.

2. ***At the end of the internship*** the supervisor will mail or e-mail to the instructor above at the address above, a confidential report, which should include:

 a. a description of the work the student actually did;

 b. the number of hours the student worked;

 c. student's willingness to accept responsibility;

 d. student's attitude toward the work;

 e. student's competence in the work;

 f. student's successes and failures; and

 g. anything else that would be helpful in evaluating student's performance.

From the **Student**:

1. Successful completion of the work assigned to student by the supervisor.

2. Completion of the number of hours appropriate for the number of credits taken.

3. ***At the end of the internship***, a paper of at least 6 pages which must include:

 a. a description of the organization for whom the student worked;

 b. a description of where the student was in the organization and what he/she did;

 c. a critical examination of the organization, recommending any improvements; and

 d. a critical report evaluating the internship itself and evaluating how well the student thinks he/she did in it.

4. Keep a journal and submit it as required by the course syllabus

5. Participate in class discussions as required by the course syllabus

6. Have contact with your instructor as required.

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Student's signature Date Worksite Supervisor's signature Date