MarymountManhattan

MMC CREDIT INTERNSHIP LEARNING AGREEMENT

Student intern and site supervisor must both complete this form at the beginning of the internship.
Site Supervisor: Please return a copy of this completed form to the student intern prior to the start of the internship.

INTERN SITE SUPERVISOR

NAME_____TITLE_____

COMPANY NAME_____

ADDRESS_____

Email_____Telephone_____

SITE SUPERVISOR RESPONSIBILITIES

Marymount Manhattan greatly appreciates your participation in our internship program. Your role is integral to the student intern's experience and success.

As site supervisor for this internship, I agree to:

1. Clearly discuss the requirements of the internship with the student intern and familiarize the intern with the work environment.
2. Work with the student to complete on-site goals, duties and learning objectives.
3. Provide on-going supervision and constructive feedback to the student on internship performance, i.e., skills, initiative.
4. Talk and/or meet with the faculty supervisor if requested.
5. Complete an evaluation of the student's performance and attitude at the end of the internship.

Site Supervisor's Signature_____Date_____

Internship Description and List of Duties (Site Supervisor: Please include at least three specific duties and add additional duties as appropriate).

1.

2.

3.

STUDENT INTERN

Name_____ MMC ID #_____

Preferred Email_____ Local/Cell Phone_____

MMC Sponsoring Academic Department_____

Faculty Supervisor_____#credits_____

Semester/Year of Internship_____

STUDENT INTERN RESPONSIBILITIES

As a student seeking credit for an internship experience, I agree to:

1. Complete the Internship Learning Agreement and submit it to the Faculty Supervisor at the beginning of the internship.

2. Obtain Faculty Supervisor and Internship Coordinator (Susan Ach, Career Services) approval for the internship before registering in Center for Student Services.

3. Perform to the best of my ability all tasks assigned by the Site Supervisor that are related to my learning objectives and internship responsibilities.

4. Complete all academic work as outlined by my Faculty Supervisor and required for the granting of academic credit for the internship, e.g., papers, journals, meetings. (Be sure that you discuss the academic requirements with your faculty supervisor before registering for an internship.)

5. Follow all regulations, rules and normal requirements of the workplace.

6. Immediately notify my Faculty Supervisor and the Internship Coordinator (Susan Ach, Career Services) of any changes or problems that may develop during the internship, **especially if my site supervisor changes. (Please provide contact information for the new supervisor immediately. This is important for evaluation purposes and may affect your grade.)**

Student Intern Signature_____Date_____

(Remember that the internship requires a minimum GPA of 2.8 and 30 completed credits. Transfer students are eligible after one semester of full-time study at MMC.)

New York State Education Law requires a minimum of 120 hours in order to obtain 3 internship credits.

Your work schedule is to be negotiated with your Site Supervisor taking into account your academic obligations.