



Office of the Registrar
McAuley Hall 205
100 Ochre Point Avenue
Newport, RI 02840-4192
Tel: 401-341-2943 * Fax: 401-341-2996

INTERNSHIP LEARNING AGREEMENT FORM FOR ACADEMIC CREDIT

Please complete this form and obtain all necessary signatures and attachments. Submit the completed and signed form to the Office of the Registrar in order to register for the Internship. The student must be enrolled in the internship course during the time the internship hours are worked.

Intern's Name: _____ Semester/Year: _____

Intern's Address: _____

Intern's Cell Phone: _____

Intern's Email Address: _____

Internship Company / Organization: _____

Site Supervisor Name: _____ Title: _____

Site Supervisor's Email Address: _____

Company Address: _____

Site Supervisor's Phone: _____ Site Supervisor's Fax: _____

Objectives of Internship: The intern and internship supervisor should complete these objectives together. Attach additional pages if necessary. Objectives should be action-oriented and should reflect some activity or skill that the intern plans to acquire or improve. Include all activities involved in the internship experience. (For example: To improve my oral communications skills.)

Assessment of Objectives: How will the achievement of objectives be evaluated by the internship supervisor? (weekly meetings, formal evaluation, observation, etc)

Approximate Number of Work Hours Per Week: _____
(Total of 35 hours required per credit; 105 for a 3-credit class)

Start Date: _____ End Date: _____

It is understood that the intern and supervisor will treat each other with respect and keep lines of communication open in both directions. The intern will perform all of the tasks presented above in a professional and thoughtful manner, completing meaningful projects that maximize the intern's efficient use of time and provide opportunities to learn essential aspects of the organization and industry.

I agree with the objectives and requirements specified for this internship experience.

Intern Date

Internship Site Supervisor Date

Faculty Sponsor Approved _____
Date

Department Chair Approved _____
Date

Dean of Arts & Sciences / Dean of Professional Studies Approved _____
Date

FACULTY SPONSOR INFORMATION

Syllabus

A copy of a **well-developed** course syllabus detailing learning outcomes, academic requirements, and assessment procedures must be attached for approval of this internship. The syllabus, provided by the faculty sponsor, must include *specific* academic requirements (such as a journal, research paper, reflection, etc), the minimum number of contact hours students will have with the faculty sponsor, and identify the method by which the final grade will be determined, including the weight of the internship supervisor's evaluation.

Course Code: _____ **Credit Requested:** _____

Credits Earned

Interns must work at the internship site 35 hours for every one credit earned. As such, a 3-credit internship requires a minimum of 105 hours of work at the internship site. The faculty sponsor has the option of offering the internship as a Pass/Fail or Letter-Graded course.

Pass/Fail _____ Letter Grade _____

Deans: Please copy to:
Faculty Sponsor / Career Development /
Internship Site Supervisor

