

This learning agreement must be completed, signed by all parties, and submitted to the Director of International Student Services (peppind@trinitydc.edu) before the end of the schedule adjustment period. **If a student registers for an internship but fails to submit this form by the deadline, the course will be dropped from the student’s schedule UNLESS the student submits a written extension request, with the faculty supervisor’s approval, before the end of the schedule adjustment period.**

Student Name: _____ **ID#:** _____

Local Address: _____

Email: _____

Home Phone: _____ **Work Phone:** _____

Major: _____ **Total Credits Completed:** _____

Academic Advisor: _____ **Total Credits for this Semester:** _____

Internship Course Number: _____ **Credits for Internship:** _____ **Semester:** _____

Internship Site: _____

Site Address: _____

[1] Faculty Internship Supervisor

I have confirmed the details of the internship as indicated on both sides of this learning agreement. I will work with the student throughout the semester to insure that the learning objectives are met, and in conjunction with the on-site supervisor, I will evaluate the work products of the internship.

FACULTY SIGNATURE _____ Date _____ Phone _____

Internships should be taken on a Pass/No Pass basis unless the supervising faculty member provides documentation detailing the reasons and criteria for grading the internship on the 4-point scale. **Faculty:** check here if internship is taken for a letter grade: Faculty initials: _____

[2] On-Site Internship Supervisor

I have agreed to direct and supervise the student’s internship. I will provide assistance, consultation, training and support in order to help the student meet the internship learning objectives. I agree to provide a written evaluation of the student’s progress.

ON-SITE SUPERVISOR SIGNATURE _____ Date _____ Phone _____

[3] Student Intern

I accept the academic and workplace assignments that are included in this learning agreement. I will familiarize myself with and act according to the relevant organizational policies and procedures that govern the internship worksite. I will conduct myself in accordance with the Trinity University Honor Code.

STUDENT INTERN SIGNATURE _____ Date _____

[4] University Internship Coordinator

Director of International Student Services _____ Date _____

BOTH SIDES OF THIS AGREEMENT MUST BE COMPLETED BEFORE SIGNING THE FORM. SUPERVISORS AND THE STUDENT SHOULD RETAIN A COPY OF THIS FORM.

[1] Internship Work Description

Outline on-site job responsibilities. Indicate learning activities that the student will engage in, including training, conferences, projects, tasks, interactions with other professionals, etc.

[2] Internship Learning Outcomes

Outline learning objectives for each category as well as strategies to achieve these objectives.

	Learning Objectives (What I expect to learn)	Strategies (How I expect to learn)
A. Application of Academic Knowledge		
B. Skill Development		
C. Professional Insights		
D. Personal Development		

[3] Internship Assessment

Describe how Internship Faculty Supervisor will assess student learning and determine student's grade (for example, journal, reports, on-site observations, portfolio preparation, research projects, etc.). If the internship is taken for a letter grade, attach a separate sheet outlining grading criteria.

WHAT is an internship?

An internship is a course designed to provide a student with a structured, field-based, hands-on learning experience. In addition to earning academic credit while participating in a public sector, private sector, or community work setting, students enrolled in internships analyze and document what and how they are learning.

WHO should do an internship?

Students who have completed their first year [25+ credits] are eligible to enroll in an internship course with the approval of their faculty advisor and appropriate approvals from faculty in the program sponsoring the course. Students may also have to fulfill additional requirements before undertaking an internship in a specific discipline.

WHY is an internship important?

All students are encouraged - and some are required - to enroll in an internship course as part of their degree program. Internships can:

- teach students valuable work skills,
- provide students with professional contacts when seeking post-college employment
- introduce students to a field of study in a realistic and concrete setting
- allow students to apply theories learned in a classroom

WHERE can I do an internship?

The DC metropolitan area provides a vast array of paid and non-paid internship possibilities for students. Trinity students have earned credit for internships in government offices on Capitol Hill, laboratories at the National Institutes of Health [NIH], area sports arenas, museums, and television stations.

WHEN can I do an internship?

Students may enroll for internships during the Fall and Spring semesters as part of their course schedule. Arrangements can also be made to complete internships over the summer months. Students who wish to earn college credit for summer internships should contact their faculty advisor.

HOW can I set up an internship?

Before enrolling in an internship, a student must meet with the faculty member responsible for supervising internships for the relevant program. The faculty supervisor and the student will discuss internship opportunities and requirements, and with the faculty supervisor's approval, the student may register for an internship course. The student is responsible for seeking out and arranging the internship, with the assistance of faculty, alumnae, and personal and/or professional contacts. The Internship Learning Agreement must be completed, signed by all parties, and submitted to the Director of International Student Services before the end of the schedule adjustment period.