Career & Civic Engagement Internship Agreement Winthrop University, Division of Student Life

Today's Date	Credit(s) Number of Credits		Non-credit		Internship Semester		Year
How did you locate your interns Check all that apply		-	Semester/Year Enro	Self-Dev	Studen reloped	t ID#	
Intern Name (Print Clearly)							winthrop.edu
Intern Name (Print Clearly)			E-Mail (Winthrop e	emali wili be prir	nary meth	od of communicat	ion)
Permanent/Campus Address (if ap	plicabl	e)	City		State	ZIP	
Cell Phone Number Residence H			Home Phone Numbe	Class/Graduation Year			
Major		Concentr	ration		Faculty Liaison		
Internship Site Information							
Organization Name					For P	rofit 🗌 Not	for Profit
Direct Internship Supervisor				Title			
Company Mailing Address							
Phone		Fax		E-Mail			
Actual Start Date		_ Actual End Date					
Total Number of Weeks		Total Hours/Week:_	Paid: 🗌	Yes 🗌 No	lf yes, \$_	/	
Additional Notes:							

Career & Civic Engagement
Phone 803.323.2141
Fax 803.323.3831
www.winthrop.edu/cce
*Questions regarding the internship program can be directed to Andrea "Dre" Alford, career consultant, at <u>alforda@winthrop.edu</u>

LEARNING AGREEMENT: Internship Job Description (To be completed by Internship Supervisor)

Attach a separate sheet for an actual job description if available. The job description is to be determined by the Internship Supervisor, and approved by the faculty liaison and the Career & Civic Engagement (CCE) office. The Internship Supervisor should use the space below to describe the <u>tasks</u>, projects and learning outcomes for the intern in as much detail as possible. This will serve as the written agreement between all parties involved. Contract Agreement is not valid until approved by all parties.

Intern Tasks/Role:

Specific Projects Intern will work on/assist with:

Learning Outcomes for Intern:

Additional Comments regarding Internship:

I have read the contract and agree to fulfill the duties and responsibilities outlined for the internship and the academic requirements for completing the internship course for credit.

Intern's Signature

I approve of and agree to the Learning Agreement. I agree to abide by all the Equal Opportunity/Affirmative Action laws in the hiring of Winthrop University students and alumni. I agree that the company will instruct/orient the student on company policies/procedures, and provide a safe working environment.

Supervisor's Signature

Faculty Liaison Signature

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Date

Date

Date

PERSONAL LEARNING GOALS (To be completed by the intern)

Answer the following questions to complete your internship application for your particular site. These answers in addition to your Learning Agreement must be reviewed and approved by your **faculty liaison**. Once the Learning Agreement and Personal Learning Goals are completed and approved, bring them to the Career & Civic Engagement office to finalize your internship.

1. Explain how this internship will add to your educational experience at Winthrop University.

2. What professional and personal goals do you hope to achieve while at this internship? (Be specific)

FACULTY LIAISON (Please sign below):

Listed below are specific assignments that will be required of all students completing a CCE internship in order to satisfactorily complete the experience and receive academic credit. Please indicate any other assignments that will be required during this work experience:

- Required:
- 1. Internship Learning Agreement
- 2. Mid-Point Evaluation of Employer
- 3. Participation in Site Visit (if needed)

Other:

I approve of the Learning Contract & Personal Learning Goals.

Faculty Liaison

CCE Consultant

4. Final Report (3-page, typed)

- 5. Final Evaluation of Internship
- 6. Documentation of Hours

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Date

Date