BERRY COLLEGE
INTERNSHIP LEARNING AGREEMENT

(Should be completed by student and submitted to Provost at least one month before internship. You will not be allowed to register for the Internship until the Internship is approved by the Provost.)

Date of Application_____ Semester Participating in Internship_____

Student Information

Student_____

ID#_____E-mail _____

Campus PO Box_____

Student's Phone(s)_____

Major _____GPA_____

Total Course Hours Completed_____

Dates of Internship:

Beginning:_____ Ending: _____

Host Information

Host Organization _____

Host Department _____

Complete Address_____

_____

Site Supervisor _____

Title _____

(Site Supervisor may NOT be a relative and must be different from the Academic Internship Advisor)

Supervisor's Phone _____

Supervisor's Fax _____

E-mail _____

Avg. hours scheduled per week: _____ Total time commitment: _____ (# of weeks x hours per week)

Is this a paid internship? □ No □ Yes If yes, how much? _____ (*this is for tracking purposes only*)

At the current time, how sure are you of your future career goals? (please circle one)

Not idea at all Unsure Neutral Somewhat sure Very sure

Which career fields are you currently considering? _____

Learning objectives and the requirements to reach those are listed in the syllabus created by the Academic Internship Advisor, which must be attached to this agreement and submitted to the Provost Office.

This **Internship Agreement** is established to provide a basis of understanding between Berry College, the internship student, and the host organization. This agreement commits neither the host organization nor the student to permanent employment.

The **Student** agrees to:

1. Notify employer, before accepting internship, of the need for special accommodations due to any disabilities.
2. Follow the rules and policies that apply to all employees.
3. Perform assigned tasks in a responsible manner.
4. Demonstrate honesty, punctuality, cooperation, courtesy, and a willingness to learn.
5. Maintain regular attendance both at Berry and at the learning site.
6. Avoid unsafe acts and be alert to unsafe conditions.
7. Notify appropriate host organization personnel or Berry advisor of any significant difficulties experienced at the learning site.
8. Provide records or reports required by either Berry or the host organization.
9. Facilitate obtaining a completed evaluation form from site supervisor.
10. Complete evaluation and required assignments at end (or throughout, if required) of assignment.
11. Some host sites require students to provide proof of vaccinations, submit to drug screening, or consent to a background check before the internship may begin. It is the student's responsibility to complete these extra steps and to cover any necessary costs associated with them.

The **Site Supervisor** agrees to:

1. Provide a field learning experience that permits the student to meet her/his learning objectives.
2. Provide supervision that emphasizes the student's safety as well as the learning objectives.
3. Clarify to permanent employees the expectations of the student's learning experience.

4. Notify Berry in a timely manner of any serious problems related to the field learning experience, including a need to terminate student's placement.
5. Furnish all necessary training, supplies and equipment.
6. Communicate periodically with Berry representatives regarding student's work performance.
7. Complete a final evaluation on a designated form at the end of each semester.
8. Make appropriate and reasonable accommodations for students with disabilities. The student must make employer aware of any special needs in advance.
9. Results of any required screenings should be sent directly to the internship site supervisor, who will notify the college if a student is not acceptable for placement.

The **Academic Internship Advisor** is expected to:

1. Work with student to identify academic learning objectives.
2. Provide related academic assignments coordinated with the field learning experience.
3. Communicate with supervisor throughout the semester to evaluate student's performance.
4. Assess degree to which student meets stated learning objectives.
5. Schedule an on-site visit, where feasible, with employer during the student's internship.

Academic internships are graded on an H/S/U basis only, and such a grade does not alter the student's Berry grade point average.

We the undersigned agree to the conditions set forth in this Internship Learning Agreement.

Student _____
PRINT NAME SIGNATURE DATE

Site Supervisor _____
PRINT NAME SIGNATURE DATE

Academic Internship Advisor _____
PRINT NAME SIGNATURE DATE

The Student and Academic Internship Advisor should complete the section below and obtain the signatures of the Department Chair and Dean, signifying their approval of the Internship as outlined. The competed form and syllabus should then be submitted to the Provost for review. **If the Internship is approved by the Provost, the student will be notified and automatically enrolled in the course by the Registrar.**

DEPT	CRSE NUMBER	TITLE	SEMESTER	CR HRS

_____
Signature of Academic Advisor Academic Advisor PRINT NAME

_____
Signature of Department Chair Department Chair PRINT NAME

_____
Signature of School Dean School Dean PRINT NAME

Action taken by Provost:

_____ Approved _____NOT Approved _____
SIGNATURE DATE

The Provost will send copies to the Registrar, Student and Career Center. The Career Center will send copies to the Site Supervisor at the host organization.

Registrar's Office use:

Hours from _____ to _____ Effective date_____ Initials_____