



## INTERNSHIP LEARNING CONTRACT

*This agreement provides for mutual understanding between the Student, the Faculty Supervisor, HCC and the Employer in matters concerning students participating in an internship.*

### ***Student:***

- To enroll in appropriate course, for at least one semester upon accepting employment in an identified internship placement.
- To maintain a minimum GPA of a 2.0 while participating in an internship placement.
- To meet employer qualification requirements.
- Complete all required paperwork for employer and HCC.
- Schedule internship hours to meet employer needs.
- Working with faculty internship supervisor and employer, identify and write specific work performance and learning outcomes relating the internship to academic studies, for each semester enrolled in the internship course.
- Keep a Weekly Log of work activities and submit it to the faculty internship supervisor as required.
- Complete stated learning outcomes, assignments and number of required workplace hours.
- Participate in activities designed to provide an overview of all applicable aspects of the industry.
- Approach responsibilities with dedication, enthusiasm and maturity.
- Comply with employer policies and procedures.
- Complete an internship evaluation and final project.
- I understand that this internship is a temporary opportunity and does not imply future employment at this site.

### ***Employer:***

- Maintain communication with HCC faculty supervisor and Workplace Learning Advisor throughout the internship experience.
- Assign students to supervisors who have the time and ability to assist in training and supervision.
- Provide the student with an orientation to the work setting upon initiation of each new work experience, as appropriate.
- Provide the student with meaningful work assignments, which, within the confines of employer needs and timetables, will enhance and complement the student's academic program at HCC.
- Assist the student in the development of specific learning outcomes, which coincide with the student's career goals and academic programs.
- Evaluate the student's work performance, at least once, during the internship. Discuss the evaluation with the student and complete the internship forms.
- Notify the College of any personnel actions taken which may affect the student's standing in the internship.

**Faculty Internship Supervisors:**

- Recommend qualified students for internship placement.
- Work with student and employer to develop specific work performance and learning outcomes relating the internship to academic studies.
- Initiate and maintain contact with student, employer, and Workplace Learning Advisor.
- Meet with student intern after the first 20 hours of the internship have been completed, half-way, and near the close of the experience, and other times as requested or needed.
- Monitor student progress in the internship, to include at least one site visit per semester.
- Address concerns of student and employer.
- Review final employer evaluation, student's Weekly Logs, and assess final project.
- Determine and assign final grade.

**HCC Workplace Learning Advisor:**

- Verify student eligibility qualifications for an internship placement.
- Prepare students for the internship experience through orientation and/or individual counseling.
- Refer qualified students to approved internship sites.
- Facilitate worksite agreements, and maintain student and employer files.
- Serve as liaison between student, employer, and faculty supervisor to ensure successful

OFFICE USE ONLY	
COURSE	_____
SECTION	_____
TERM	_____
CREDIT HOURS	_____
CAP	_____
DIVISION CHAIR APPROVAL	_____

On this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_ the parties named below approve the terms of this agreement and will collectively support the conditions herein.

Student \_\_\_\_\_ Signature \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Signature \_\_\_\_\_

Workplace Learning Advisor \_\_\_\_\_ Signature \_\_\_\_\_

Employer Representative \_\_\_\_\_ Signature \_\_\_\_\_

Employer Name and Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

**Student Release of Information:**

I \_\_\_\_\_, give permission for the parties named above to share information regarding this internship experience.