



## INTERNSHIP LEARNING CONTRACT

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

### ***Student:***

- Enroll in appropriate course, for at least one semester upon securing internship site.
- Maintain a minimum GPA of a 2.0 while participating in the internship.
- Meet internship site qualification requirements.
- Complete all required paperwork for internship site and HCC.
- Schedule internship hours to meet internship site needs.
- Working with faculty supervisor and internship site, 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 supervisor as required.
- Complete stated learning outcomes, assignments and number of required internship 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 internship site policies and procedures.
- Complete an internship evaluation
- I understand that this internship is a temporary opportunity and does not imply future employment at this site.

### ***Site Supervisor:***

- Maintain communication with HCC faculty supervisor and internship coordinator 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 internship setting and upon initiation of each new project/experience, as appropriate.
- Provide the student with meaningful assignments, which, within the confines of internship site 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 internship 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 Supervisor:**

- 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, internship site, and internship coordinator.
- Meet with student intern after the first 20 hours of the internship have been completed, halfway, 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 internship site.
- Review final internship evaluation, student's weekly journals, and assess final project.
- Determine and assign final grade.

**Internship Coordinator**

- 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 work-site agreements, and maintain student and internship site files.
- Serve as liaison between student, internship site, and faculty supervisor to facilitate successful internship experiences

**OFFICE USE ONLY**

COURSE \_\_\_\_\_  
SECTION \_\_\_\_\_  
TERM \_\_\_\_\_  
CREDIT HOURS \_\_\_\_\_  
CAP \_\_\_\_\_  
DIVISION DIRECTOR \_\_\_\_\_  
VP AA&SA/DEAN OSA \_\_\_\_\_

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 \_\_\_\_\_

Internship Coordinator \_\_\_\_\_ Signature \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Signature \_\_\_\_\_

Site Supervisor Title \_\_\_\_\_

Site 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. Student Number: \_\_\_\_\_