Internship Learning Agreement

Student Name: ___________________________  Semester/Year: __________________________
Internship Site: __________________________  Internship Title: __________________________

The purpose of this learning agreement is to clarify learning objectives for all parties involved.

*Hours completed apart from the required hours for the class are not a factor of the student's final grade. Hours completed after the 110-120 requirement are a separate commitment between the student and company.

Enter Internship Description (Tasks, projects and learning components):

We ask that the Internship Employer discuss and set a couple learning objectives with the student. Students will also have learning objectives outlined in their course. Learning objectives can range from the following skill sets: communication skills; public speaking skills, analytical skills, interpersonal skills, professionalism, functional skills, written communication skills; oral communication skills; teamwork skills; critical thinking skills; tool specific skills; ethical decision making skills.

Employer Expectations:

- Follow the internship description above for assigned student work.
- Provide a structured environment for student work (e.g. a desk, a phone, pc, etc., as needed to perform assigned tasks)
- Provide orientation to introduce the intern to their supervisor, the company, co-workers, etc.
- Provide training so that the intern knows how to perform his/her work tasks.
- Provide ongoing supervision so the intern has support/direction throughout his/her internship.
- Provide feedback so the intern can successfully learn to perform assigned tasks and duties.
- Provide a minimum 110 hours of work during the semester for the student to meet course requirements.
- *Complete weekly time sheets to verify work hours.
- *Complete evaluations on student progress and achievements once or twice a semester.
  *Forms are provided to students in their BCS440 course.

Student Expectations:

- Successfully complete a minimum 110 hours at the internship site during the semester.
- Successfully complete the BCS440 course assignments via Blackboard which include but are not limited to; weekly time sheets; weekly journals; discussion questions; writing assignments; evaluations.
- Understand and meet learning objectives for both the internship site and course.
- Collaborate your work schedule, time off, etc. with your internship employer.
- Maintain a professional demeanor and obligations with the internship employer.
Internship timeframe:

- Dates can flex any time from 2 weeks before/after the start of the semester. (Students are never required to start before)
- Internships may end at 110 hours, conclusion of the semester or a mutually agreed upon time frame between the student and employer.
- Student Observations and/or presentations are required.

Approximate start date: ________________

Approximate end date: ________________

Internship Employer Supervisor Signature: ___________________________ Date: ____________
Student Signature: ___________________________ Date: ____________
Farmingdale Internship Coordinator Signature: ___________________________ Date: ____________