

Internship Learning Agreement

Student Name: _____

Student RAM# _____

Semester/Year: _____

Internship Site: _____ and/or VPN Remote Y/N: _____

Internship Title or Role: _____

The purpose of this learning agreement is to clarify learning objectives for all parties involved. The internship requires a minimum of 110 worked hours, any hours completed after the 110 requirement are a separate commitment between the student and company. Hours completed apart from the required hours for the class are not a factor of the student's final grade.

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

Employers have full discretion on the project(s) that are assigned to the student, as long as the work is related to IT or IT support. We ask that the Internship Employer discuss and set a couple learning objectives with the student.

Students 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; technology 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, and/or a remote VPN connection)
- Provide orientation to introduce the intern to their supervisor, the company, co-workers, etc.
- Provide training so that the intern knows how to perform their 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.
- *Review the student's weekly FSC time sheets to verify work hours.
- *Complete evaluations on student progress and achievements twice a semester.

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; FSC 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.

Placement Site (for onsite internships regarding COVID-19)

The placement entity represents and warrants that it is currently, and for the term of the internship/applied learning experience, will continue to be in **compliance with Department of Health and all other applicable laws and regulations** regarding social distancing, PPE and all other applicable safety protocols associated with the COVID-19 crisis. Failure to comply with this provision will be considered a material breach of this Agreement.

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.

Approximate start date: _____

Approximate end date: _____

Internship Employer Supervisor:

Signature: _____ Date: _____

Title: _____

Email _____

Phone _____

Work Address _____

Student Signature: _____ **Date:** _____

Farmingdale Internship Coordinator Signature: _____ **Date:** _____