**Academic Internship Learning Agreement**

It is agreed that the field project below will be accomplished in accordance with the guidelines established by the CIS-Web Developer Technical Diploma Program in the 152-120 Web Developer Internship course at Moraine Park Technical College. Signature of intern, site supervisor/project client, and faculty instructor indicates that each has reviewed the project and accepts the description and learning objectives as stated.

**General Roles and Responsibilities for Academic Internships**

**Intern**

* Register for the internship course prior to the start of the semester in compliance with course prerequisites.
* Investigate, identify and secure an internship experience that best meets educational and personal goals while adhering to Internship course guidelines, major prerequisites, and program requirements.
* Determine learning opportunities and educational objectives available through the internship and formulate your Performance Report Matrix with the assistance of the faculty internship instructor before distributing this to internship supervisors/project clients.
* Adhere to professional and ethical standards as approved and required by the work-site and/or demonstrate these in client projects.
* Perform academic internship.

**Site Supervisor/Client**

* Provide a professional environment conducive to intern’s learning.
* Collaborate with faculty internship instructor and intern to establish specific performance and job related tasks and/or project proposals.
* Participate in the selection of interns to meet employment/project needs.
* Work directly with the faculty internship instructor to evaluate the intern performance, possibly three times: preliminarily during the first few weeks, at a mid-point in the internship experience, and at the end of the experience.
* Supervise the intern throughout the internship experience at the work-site or project.
* Offer an orientation program and supply necessary resources to support student success for on site internships, if applicable .
* Report immediately to the faculty internship instructor any intern problem that develops.
* Sign Internship Agreement.

**Faculty Internship Instructor**

* Ensure that prerequisites are satisfied by the intern prior to scheduling the internship course.
* Determine the appropriateness of a specific internship experience in the context of the intern’s academic major and career goals.
* Give final approval for internship.
* Track intern progress throughout the semester.
* Assist intern in the identification of internship opportunities, although ultimate responsibility for locating a site resides with the individual intern.
* Schedule a personal or electronic contact with site supervisor/client to establish a working relationship that will benefit the intern.
* Build strong site/client relationships.
* Coordinate necessary paperwork throughout the internship period including preparation of learning agreements and completion of preliminary, mid-semester and final evaluations.
* After consultation with site supervisor/client and intern, approve Performance Report Matrix.
* Evaluate intern’s performance, assign grade, and post it.

**Academic Internship Learning Agreement Information**

**Intern Information**

|  |  |
| --- | --- |
| **Intern’s First Name:** | Amber |
| **Intern’s Last Name:** | Lyon |
| **Intern’s Email:** | [ambermlyon@hotmail.com](mailto:ambermlyon@hotmail.com) |
| **Intern’s Primary Campus:** | Beaver Dam-(Doing everything online) |
| **School Year and Semester:** | Fall 2014 |

**Site /Client Information**

|  |  |
| --- | --- |
| **Site Supervisor/Client:** | Lois and Will Hessenauer |
| **Site Supervisor/Client Email:** | historyrhs@gmail.com |
| **Site Supervisor/Client Phone:** | 262-628-2841 |
| **Site Supervisor/Client Address:** | 4399 Pleasant Hill Rd  Richfield, WI 53076 |

**Faculty Advisor Information**

|  |  |
| --- | --- |
| **Faculty Internship Instructor:** | Tammy R. Freund |
| **Faculty Internship Instructor Email:** | tfreund@morainepark.edu |
| **Faculty Internship Instructor Phone:** | 920-924-3357 |
| **Faculty Internship Instructor Address:** | 235 North National Avenue Fond du Lac, Wisconsin 54935 |

**Specific for Internship Site/Project**

**Duration**

Internship to begin on\_\_\_09/09/14\_\_\_\_\_\_and concludes by \_\_\_\_12/17/14\_\_\_\_\_\_\_\_\_.

**Compensation**

The compensation amounts to $\_\_\_\_\_\_\_0\_\_\_\_\_\_\_\_\_\_ per internship project total\_\_\_\_\_\_\_\_\_\_ .   
 *Indicate if this is hourly, weekly, monthly or an internship project total.*

Taxation according to local laws and amendments.

*Responsibility of employer and/or intern.*

**Select the one that is appropriate for the Internship Project and Delete the other!**

**For Off Site Internships:   
Project Scope**

**Description**

The purpose of this project is to redesign the entire Richfield Historical Society website. The new site will have a more balanced design with navigation, improved images, updated content, and enough information for users to understand more about Richfield Historical Society, how they can help, and events pertaining to the historical society. The look of the new site will resemble that of <http://www.uwplatt.edu/>. The main goal is to give the site a more modern look and feel.

**Objectives**

* Redesign the site with higher quality images, more pages, and updated content.
* Use a layout similar to <http://www.uwplatt.edu/>
* Improve navigation by making it aligned horizontally and will include Home, Get Involved (dropdown with Become a Member, Newsletter, Volunteer, and Donate pages), Community Outreach (dropdown with Education Day, Traveling Trunk, Eagle Scout Projects, History Day, RHS Monthly Programs, and Newsletter pages), Richfield Historical Park (dropdown with Tours,

Messer/Mayer Mill, Horse Shed, Messer/Mayer House, Barn, Wood Shed, Smoke House, Outhouse, Messer Log Barn, Motz Log Cabin, Maple Sugar Shack, Granary, Lillicrapp House, Park Map, Park Rental pages), Richfield Remembers (dropdown with History of Richfield Historical Society, History of the Messer/Mayer Mill, Newsletter, Homestead Families, Richfield Remembers the Past Book, Monthly Feature, Monthly Feature pages) pages for the main navigation.

* Contact Us, Get Involved, Community Outreach, Richfield Remembers, Messer/Mayer Mill, Donate, Friends/Donors, and Site Map links will be used in the secondary navigation located at the bottom of the page.
* A sidebar with navigation to Messer/Mayer Mill, Donate, Friends/Donors and Contact Us pages, and the events calendar.
* A link to the Richfield Historical Society’s existing Facebook page and Twitter feed using the Facebook and Twitter icons will be located at the bottom of the sidebar section.
* Dreamweaver will be used to design the site and placeholders will be used to make it simple for users to add content and images.
* Basic search engine optimization will be implemented throughout the site that will include meta tags, keywords and the business phone number in the meta description.
* Logo will be placed in the header of all pages.
* The final site will be 65-70 pages.

**Budget Overview**

|  |  |  |
| --- | --- | --- |
|  | **Anticipated # of Hours** | **Total** |
| **HTML Production** | **6** | **$330** |
| **Graphics** | **5** | **$275** |
| **Layout** | **8** | **$440** |
| **Usability** | **4** | **$220** |
| **Quality Assurance** | **3** | **$165** |
|  |  |  |
| **Subtotal** | **26** | **$1430** |
| **Intern Discount of 100% off** |  | **$1430** |
| **Project Total** | **26** | **$0** |

**Schedule Overview**

|  |  |
| --- | --- |
| **10/01/14** | **Site Structure** |
|  | Site Map |
|  | Naming Conventions |
|  |  |
| **11/01/14** | **Visual Design** |
|  | Site Template |
|  | Style Guide |
|  | Functionality and Flow Testing |
|  |  |
| **12/01/14** | **Build and Deliver** |
|  | Site Structure Created |
|  | Templates and Pages Created |
|  | QA Testing |
|  | Site Maintenance |
|  | Final Site Check |
|  | SEO |
|  | Launch |

**Details and Assumptions**

* All of the details within this project scope are to be used only by Richfield Historical Society for one website designed and implemented by Amber Lyon
* Client will pay in the following manner:
  + 100% when project is finished
* The site will be 65-70 pages
* Any text submissions need to be done so with Microsoft Word documents
* Any image submissions need to be in .jpeg, .png, or .gif formats (no images will be used from PDF or Word documents)
* Copyright of all images and content is the responsibility of the client
* All text and images must be submitted to Amber Lyon by November 1st, 2014
* All content must be submitted to Amber Lyon by November 1st, 2014
* Amber Lyon is expected to complete the project by December 12th, 2014
* Amber Lyon will make certain that all web pages are compatible with the latest version of Internet Explorer, Mozilla Firefox, Google Chrome, Opera, and Safari
* Amber Lyon will validate all pages using W3C validation, if passing them is possible
* Amber Lyon will use one global CSS stylesheet for all styling
* Amber Lyon will be performing assurance test to make sure that all work produced is high quality and functioning properly

**NOTE:**

**A:   
THIS AGREEMENT NEEDS TO BE APPROVED BY THE INSTRUCTOR PRIOR TO SIGNATURES FROM THE CLIENT OR SITE SUPERVISOR!!! AFTER APPROVAL OF THIS BY THE INSTRUCTOR THE INTERN WILL PRESENT IT TO THE CLIENT OR SITE SUPERVISOR FOR APPROVAL AND SIGNATURES!!!!**

**B:**   
**ONCE SIGNATURES HAVE BEEN OBTAINED BY THE SITE SUPERVISOR /CLIENT AND THE INTERN, DELIEVER A COPY OF THE AGREEMENT TO THE INSTRUCTOR. RETAIN THE ORIGINAL FOR YOUR RECORDS.**

**DELETE THIS TEXT BEFORE SUBMISSION!**

**Cancellation/Termination of Agreements**

During the internship period both parties may withdraw from the agreement. Any withdrawal from the agreement should follow the following guidelines:

* Immediate terminations should be well founded and professionally entered.
* Two weeks notice must be given in cases where the intern is forced to withdraw from the internship, due to personal reason.
* Written notice must enclose an explanation of the grounds for withdrawal and delivered to intern, site supervisor/client and faculty internship instructor.

**Agreement Signatures**

**Intern:** \_\_\_Amber Lyon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_12/17/2014\_\_

**Site Supervisor/Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Internship Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_