

Office of Career Development & Internships



Internship Learning Agreement

This Internship Learning Agreement outlines the understanding between the student, representatives of the college, and the internship provider.

It should be signed by all three.

This folder contains personal and confidential information. Every precaution should be taken to see that its contents are handled accordingly.

Please print. Please read the terms of this agreement on the next page before filling out this form.

Name _____
Last (family name) First Middle

Last 4 digits of student ID _____ ☐ Male ☐ Female

Address _____
Number and Street Apt. # Town or City State Zip code

Telephone _____ Email address _____
Area code

Major _____ Student Visa? ☐ No ☐ Yes If yes, type: _____

Course title _____

Course no. _____ Instructor _____

Name of organization _____

Name of internship contact _____

Address _____
Number and Street Town or City State Zip code

Telephone _____ Email address _____
Area code

Beginning date _____ Completion date _____ Hours per week _____

Describe the type of internship (e.g., paid or unpaid; public, private, or not-for-profit) and the specific responsibilities.

What are the particular learning objectives in this internship?

If applicable, criteria for evaluating and grading (such as paper, logs, reading list, evaluations by field supervisor, etc.):

Agreement for meeting with instructor (indicate whether on campus or in field, and frequency):

TERMS OF AGREEMENT

- The internship placement contact named in this Learning Agreement is responsible for the day-to-day running of this internship (including providing assignments appropriate for this experiential education opportunity, input, guidance and feedback to the intern).
- The organization providing the internship opportunity will not pay any stipend or other monetary consideration to Queens College or its faculty, nor will Queens College, its faculty, or students pay any monetary consideration to the organization.
- The organization will comply with U.S. Department of Labor guidelines with respect to the provision of internship opportunities, including those articulated in the attached Fact Sheet. It is understood that the intern is not displacing and will not displace any regular employees by virtue of the performance of any of the learning opportunities, assignments and/or functions he or she performs.
- If the organization and/or the internship placement supervisor has any concerns about the intern, it will contact the supervisor for the College's Internship Program and, where appropriate, a reasonable effort will be made to mentor and advise the intern and provide an opportunity to address such concerns.
- Except under unusual circumstances, any party who seeks to terminate this Agreement will provide at least 15 days notice to the other party.
- No employee of Queens College, nor any student participating in the Internship Program shall, by virtue of their participation in the Internship Program, be considered an employee or agent of the organization at which he or she is placed. No employee or agent of the organization, nor any student participating in the Internship Program, shall, by virtue of their participation in the Internship Program, be considered to be an employee of Queens College.
- The organization will comply with all applicable provisions of local, state, and federal statutes, rules, and regulations, including those that prohibit unlawful discrimination on the basis of any protected status including race, color, national origin, religion, sex, age, disability, marital status, veteran status, or sexual orientation.
- The organization will provide a safe environment and a full orientation and complete information about safety rules and regulations at the internship site.
- This Learning Agreement may be modified in writing, making specific reference to this Agreement and executed by authorized representatives of the parties hereto.

Agreement entered into by:

Student's Signature & Date

Instructor's Signature & Date

Supervisor's Signature & Date

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a standard sheet of stationery. There is no handwriting or other markings on the page.