

## INTERNSHIP PROGRAM

## Learning Agreement

## STUDENT INSTRUCTIONS

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<u>DRAFTING YOUR LEARNING AGREEMENT</u>: The primary purpose of this agreement is to describe what you intend to learn during the course of your internship (**learning objectives**), how you intend to learn these things (**learning strategies/activities**), and the means by which the computer science *internship coordinator* and *site supervisor* can assess the achievement of your learning objectives (**evaluation**). As the student intern, you are responsible for drafting and submitting your learning agreement. It is expected that you will meet with your *site supervisor* and the *internship coordinator* to discuss the information requested. It is recommended that you compose a rough draft of the agreement in advance of your meetings with the *internship coordinator* and your *site supervisor*.

Once your final version is complete (containing all the required signatures), make 2 copies. Retain 1 copy and provide a copy to your site supervisor. Submit the original, signed agreement to the internship coordinator within the first 2 weeks of the start of the internship. Revisions and additions to the agreement are to be made by mutual consent of the student intern, internship coordinator and site supervisor.

<u>SUPERVISION</u>: All students participating in the Internship Program have both a *computer science intemship coordinator* and *site supervisor*. The *intemship coordinator* oversees the academic components of the internship while the *site supervisor* oversees your performance at the internship site. It is expected that you will maintain regular contact with the *intemship coordinator* during the term of your internship experience to assess your progress toward your leaning objectives and to discuss issues and/or concerns that may arise. The *intemship coordinator* will also offer specific information about requirements including the minimum number of internship experience hours expected and academic assignments.

<u>SITE EVALUATION</u>: You are required to complete and submit the Site Evaluation for the computer science Internship Program. This form will be given directly to you by the *Computer Science Internship Coordinator* and must be returned before the end of the semester. At this time your *site supervisor* will complete a Student Intern Performance Evaluation to be returned to the *internship coordinator*.

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Student Intern					
Graduation Year	Major	Major Minor			
Phone	Email				
Address while interning———	Street	City	State	Zip	
Host Company					
Address	Street	City	State	Zip	
Site Supervisor		Title			
Phone	Fax	Email		· · · · · · · · · · · · · · · · · · ·	
ntern Title	· · · · · · · · · · · · · · · · · · ·	Start Date	End Date		
Rate of Pay, if applicable		Hours per We	eek		
Student Intern Work Schedule	<b>!</b>				
nternship CoordinatorTris	sha Firby				
Phone 843-953-6905	Fax 843-953-8154	Email firbyl@cofc.edu			
Campus AddressCollege o	of Charleston, Computer Scier	nce, 66 1George Street, Cha	rleston, SC 29424-0001		

Refer to the internship position description if available, and/or seek assistance from your site supervisor.
POSITION SUMMARY: Write a brief description of the internship experience.
The internship coordinator and site supervisor will assist you in the development of your learning objectives.
<b>LEARNING OBJECTIVES:</b> These are statements that describe <b>what</b> you expect to learn. Learning objectives might include your intention to expand/develop <b>knowledge</b> in a specific area, improve/develop specific <b>skills/competencies</b> , or develop <b>personal insights</b> regarding your values or attitudes. It is recommended that you list at least four learning objectives.
1.
2.
3.
4.
5.
6.
The internship coordinator and site supervisor will assist you in the development of your learning strategies/activities.
<b>LEARNING STRATEGIES/ACTIVITIES:</b> These are statements that describe <b>how</b> you intend to achieve your objectives. Examples of how you might achieve your leaning objectives include: you perform specific tasks on a project, someone trains you, you ask for observation and seek feedback, you attend meetings, you research a topic, etc. Please list at least 1 learning strategy for each learning objective specified.
1.
2.
3.
4.
5.
6.

Consult directly with the internship coordinator in responding to this question. EVALUATION: This is the means by which the internship coordinator assesses the achievement of your learning objectives. Assignments to be evaluated will be determined by the internship coordinator. Complete Learning Agreement and returned signed copy to the Career Center Intern a minimum of 120 hours Submit bi-weekly journal entries (every two weeks) to the Internship Coordinator via email Complete a final project or portfolio piece as assigned by the Internship Coordinator Submit a final reflection paper at the end of your internship Meet with the Internship Coordinator to have your final project evaluated, and to complete a resume critique Additional requirements: Seek assistance from your site supervisor in responding to this question. SITE SUPERVISOR RESPONSIBILITIES: Describe the role of your site supervisor in facilitating the achievement of your learning objectives. How will he/she supervise, train, and evaluate you during your internship experience? All parties agree that the internship will not conflict with attendance at regularly scheduled classes and that the student intern will adhere to the policies and procedure of the sponsoring organization. The organization agrees with the internship description outlined on this form and agrees to provide assistance, training, supervision, and consultation to support the student intern's learning objectives. In addition, the organization will comply with all state or federal laws and regulations, including but not limited to Title VII, Equal Employment Opportunity laws, Fair Labor Standards, Workers' Compensation laws, and the Americans with Disabilities Act. If a student has an inquiry or a complaint about compliance with any state or federal law or regulation at the internship site, or the quality of the internship experience, he/she should notify the internship coordinator as soon as possible. REQUIRED SIGNATURES DATE Student Intern Site Supervisor Internship Coordinator

\*Original copy to be submitted to the internship coordinator for the Computer Science Department,