

### STUDENT INSTRUCTIONS

PLEASE PRINT

Version 10/5/09

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.

**LEARNING OBJECTIVES:** These are statements that describe **what** you expect to learn. Learning objectives might include your intention to expand/develop **knowledge** in a specific area, improve/develop specific **skills/competencies**, or develop **personal insights** 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.

**LEARNING STRATEGIES/ACTIVITIES:** These are statements that describe **how** you intend to achieve your objectives. Examples of how you might achieve your learning 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.

1. Complete Learning Agreement and returned signed copy to the Career Center
2. Intern a minimum of 120 hours
3. Submit bi-weekly journal entries (every two weeks) to the Internship Coordinator via email
4. Complete a final project or portfolio piece as assigned by the Internship Coordinator
5. Submit a final reflection paper at the end of your internship
6. 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.	