Internship Host Confirmation Form

Directions

The student completes the top portion and provides a copy of the form to the internship host organization. The host completes the bottom portion, signs the form, and returns it to the student. The student must submit this form to complete their funding application. Funds are to be used to offset expenses associated with an internship experience.

This form confirms the following student has secured an internship that meets Carleton College Career Center's criteria for funding:

- Internship is at least six weeks in length and provides at least 240 hours of professional experience
- Unpaid or underpaid
- Benefits both the student and the internship provider
- Involves a high level of direct supervision, training, mentoring, and feedback
- Has clearly-defined and attainable learning goals as determined by the student

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Student Name: _Selma Nybø Vangstein_____   **Class Year:** _2025_____

Student Commitment

I agree to the following:

- I understand that my proposed internship meets the above criteria
- I will develop and discuss a learning contract defining my learning goals for the internship with my supervisor
- I will make a positive contribution to my internship site and to the overall mission of the host organization
- I will participate in a midpoint and final internship evaluation/feedback conversation with my supervisor
- I will engage in Carleton's reflection activities
- I understand that my host is under no obligation to provide employment upon completion of the internship

Student Signature: _~~Selma Vangstein~~_____   Date: _April 20th 2024_____

Organization Name: _____

Host/Supervisor Name: _____ **Title**:_____

Organization Address: _____

Expected # of weeks: _____   **Expected # of hours/week:** _____   **Wage/stipend** (if applicable): _____

Employer/Host Commitment

I/We agree to the following:

- Provide the student with an internship experience that is consistent with the above criteria
- Encourage and support a diversity of learning experiences in the student's internship
- Designate an employee to serve as the student's mentor or supervisor to provide orientation guidance and regular, ongoing feedback throughout the internship
- Participate in a midpoint and final internship evaluation/feedback conversation with my intern
- Communicate the organization's guiding ethical principles, policies, and standards to the intern
- Provide a safe working environment/facilities for the intern
- Notify Carleton personnel of any changes in the student's internship status

Host/Supervisor Signature: _____   Date: _____