

CLAYTON STATE UNIVERSITY
College of Information and Mathematical Sciences
Computer Science & Information Technology Department

INTERNSHIP LEARNING AGREEMENT

<u>Semester Participating:</u>	<u>Document Due Date:</u>
Spring	December 15
Summer	May 1
Fall	August 1

- Completed Internship Learning Agreement with signatures (Keep a copy for your records)
- Learning Objectives (minimum of 3 required; Refer to "Guidelines to Writing Internship Learning Objectives")
- Current Resume

Student _____ Email: _____@student.clayton.edu

Laker ID: _____

BIT Emphasis: Circle One **Database** **Networking** **Informatics** Current Overall GPA: _____

Course # Circle One ITFN 2012 - 2 credits CSCI 4370 - 3 credits ITFN 4014 - 3 credits

AUTHORIZATION TO RELEASE STUDENT INFORMATION

I hereby authorize the Office of Career Services and/or my faculty coordinator at Clayton State University to release, on my behalf, to potential internship sites my GPA, resume, or other such information contained in my educational records as is *necessary* to aid the organizations in assessing my potential for participation in an internship. I further authorize the Office of Career Services to communicate with an internship site regarding my work performance during the semester(s) of participation.

I understand that this information will be disclosed to those persons at the internship site who have been determined by that organization to have a need to know. I understand that this information is being released pursuant to the Family Educational Rights and Privacy Act of 1974 and will not be released to other parties without my consent.

We the undersigned agree to the conditions set forth in this *Internship Learning Agreement*.

PRINT NAME

SIGNATURE

DATE

Student _____

Site Supervisor _____

Faculty Coordinator _____ **APPROVED** **DENIED**

(Date received with completed information and signatures _____)

Internship Organization _____ Remote ___ In-person ___ Both ___

Organization Address _____

Site Supervisor _____ Title _____
(May not be a relative or a current student)

Supervisor's Phone _____ Supervisor's E-mail _____

Technical Supervisor _____ Title _____
(May be same as Site Supervisor)

Technical Supervisor's Phone _____ Technical Supervisor's E-mail _____

The Site Supervisor and/or the Technical Supervisor and the student determine at least three Learning Objectives to be accomplished while participating in the Internship. The goal is to give the student an opportunity to put into practice skills learned in school. Please refer to the "Guidelines to Writing Internship Learning Objectives" for directions and examples. A minimum of three Learning Objectives should be crafted, typed, and attached to this *Agreement*.

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College of Information and Mathematical Sciences-Information Technology Department
INTERNSHIP LEARNING AGREEMENT (cont.)

This **Internship Learning Agreement** is established to provide a basis of understanding between Clayton State University (CSU), the student intern, and the internship site. This agreement commits neither the internship site nor the student to permanent employment.

The **CSU Faculty Coordinator** agrees to:

1. Provide related academic assignments coordinated with the internship experience.
2. Communicate with the internship supervisor throughout the semester to evaluate student's work performance.
3. Assess degree to which student meets stated learning objectives.
4. In the event of a Supervisor change, submit a new Learning Agreement with new Supervisor information and signature
5. Verify the internship site must follow the same requirements for face covering and social distancing that are used on campus for in-person internships.

The **Internship Site** agrees to:

1. Provide the student with an orientation which includes but is not limited to: a tour of the facilities and information on policies and procedures, both formal and informal.
2. Provide an internship experience that permits student to meet her/his learning objectives.
3. Provide supervision that emphasizes the student's safety as well as the learning objectives.
4. Clarify to permanent employees the expectations for the student's internship. The intern does not displace regular employees, but works under the close observation of a regular employee.
5. Notify CSU in a timely manner of any serious problems related to the internship, including a need to terminate student's participation.
6. Furnish all necessary supplies and equipment.
7. Communicate periodically with CSU representatives regarding student's work performance.
8. Complete and submit a final internship evaluation on a designated form at the end of each semester. This evaluation will provide input for the student's course grade.
9. **The internship site must follow the same requirements for face covering and social distancing that are used on campus for in-person internships.**

The **Student** agrees to:

1. Participate voluntarily if this is an in-person internship.
2. Notify the Faculty Coordinator of changes to Site Supervisor and submit a new Learning Agreement with new Supervisor information and signature
3. Follow the rules and policies that apply to all employees.
4. Perform assigned tasks in a responsible manner.
5. Demonstrate honesty, punctuality, cooperation, courtesy, and a willingness to learn.
6. Maintain regular attendance both at CSU and at the internship site.
7. Avoid unsafe acts and be alert to unsafe conditions.
8. Notify appropriate internship site personnel or CSU Associate Director of Career Services of any significant difficulties experienced at the internship site.
9. Provide records or reports required by either CSU or the internship site.
10. Facilitate obtaining a completed, end-of-semester evaluation form from site supervisor.