Internship Agreement Form

BUS:3100 Academic Internship; Summer 2017

Tippie College of Business

The internship agreement form should be completed on a computer, then printed out in order to obtain the signatures (not digital signatures). The completed form must be scanned and submitted to ICON as one document. Failure to complete the agreement by the deadline may jeopardize the student’s enrollment in the course.

STUDENT INFORMATION

Student name: _______ UID Number: _______
Major(s): _______ Hours Earned: _______
Email: _______ Phone: _______

EMPLOYER INFORMATION

Company name: _______
Company address: _______
Supervisor name: _______
Supervisor phone: _______ Supervisor _______

JOB INFORMATION

Internship job title: _______
Work schedule: _______
Salary: _______
Internship start date: Click here to enter a date.
Internship end date: Click here to enter a date.

Provide a brief description of expected job activities and responsibilities:

__________________________________________

Adapted with permission from Student Internship Learning Contract. (2015).
Economic, Accounting and Business Administration Department, University of Mount Union.
LEARNING AGENDA INSTRUCTIONS (this page does not need to be included when submitting assignment)

The learning agenda includes the learning objectives, specific strategies for accomplishing the learning objectives, and methods of evaluating accomplishment of learning objectives. To make the internship productive and educational, the learning objectives, strategies, and evaluation methods must be realistic, appropriate, meaningful, and measurable.

The details of the learning agenda are to be developed and agreed upon jointly by the intern and the intern’s supervisor. The learning agenda is the intern’s opportunity to declare what he/she wants to learn, how he/she intends to pursue it, and how he/she will know when he/she has achieved that goal. Prior to signing off on the internship agreement, the supervisor should each discuss with the intern how their expectations (e.g. challenging work assignments) integrate with the learning agenda.

1. **Learning Objectives:** Internship goals or objectives usually describe what you (the intern) intend to learn during the course of the internship. Be specific... and bold. Do you want to improve or develop skills, expand knowledge of a specific field or topic, apply or test a particular body of knowledge? Are you interested in validating a career interest and your own suitability for that career? **Set specific goals focused on knowledge, skills and abilities; personal/professional development; and career exploration.** Add other categories you feel are relevant.

2. **Strategies:** Describe specific actions, processes, and work assignments that will allow you to achieve each objective. Will you attend training sessions about the subject? Will you perform specific tasks or accomplish a specific project related to one or more of them? Will you read supplemental books, articles, and/or other materials that relate to them? Will you do a general industry and company-specific analysis? Do you plan to interview professionals in the field?

3. **Evaluation Methods:** Describe how your progress regarding each objective will be measured. How will you know, and show, others that you have achieved your learning objectives? Describe your final activities/projects for each objective and/or strategy. What are the “deliverables” (e.g. final reports, project briefings, project implementations, etc.). Who receives them? Will you compile records of your activities or the outcomes of your activities throughout the internship? Will the project you’re working on be implemented or incorporated into something larger?
## LEARNING AGENDA

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Strategies</th>
<th>Evaluation Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>What I intend to learn.</td>
<td>What I will do/how I will learn it.</td>
<td>How will I know if I’ve achieved it?</td>
</tr>
<tr>
<td><em>Be specific! Minimum 5</em></td>
<td><em>Be creative! Minimum 7</em></td>
<td><em>Minimum 3</em></td>
</tr>
</tbody>
</table>

Adapted with permission from *Student Internship Learning Contract*. (2015). Economic, Accounting and Business Administration Department, University of Mount Union.
APPROVALS

Internship Supervisor
I have discussed this internship agreement with the intern and agree to each of the following:

• The employer and information sections (p. 1) of this agreement are accurate.
• I will assign work to the intern that supports the spirit and purpose of the learning agenda.
• I will provide the intern with an orientation to relevant organizational arrangements, procedures, and functions.
• I will meet with the intern regularly and make myself available for counsel and advice.
• I will provide feedback on the intern’s performance to him/her and through an online survey upon completion of the internship.
• I understand that I am encouraged to contact the course instructor should any questions or concerns arise.

Print Name: ________________________________
Signature: ________________________________ Date: ____________________

Student Intern
I have discussed this internship agreement with my supervisor, and agree to each of the following:

• To communicate with my supervisor regularly for guidance and feedback throughout the internship.
• To uphold appropriate standards of professional conduct.
• To seek out opportunities that honor the spirit and purpose of my learning agenda.
• To notify the course instructor if any of the internship details change (such as the supervisor or end date).

I acknowledge and understand each of the following:

• The University does not control the way in which the internship experience and the internship site is structured or operated.
• This internship is undertaken by me at my sole risk and that the University assumes no liability for personal injury that I may suffer while working at the internship.
• I am responsible for ascertaining whether the organization sponsoring my internship provides workers’ compensation coverage for interns.
• I am expected to have sufficient health insurance coverage in effect during my internship and understand that I am responsible for the cost of such insurance and for expenses not covered by any applicable insurance.
• I will not be entitled to unemployment compensation benefits upon completion of my internship.

Print name: ________________________________
Signature: ________________________________ Date: ____________________

Course Instructor
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