

MACAULAY
HONORS COLLEGE

**INTERNSHIP / RESEARCH / FIELDWORK
LEARNING AGREEMENT FORM**

The purpose of this form is to create a detailed commitment between the student completing the internship or undergraduate research and the organization.

If travelling abroad, you must submit the [CUNY Independent Travel Notification, Waiver, and Emergency Contact Form](#) along with this form.

If travelling away (outside the 5 boroughs of New York City but within the 50 states of the United States), you must submit the [CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form](#) along with this form.

If travelling to European Union Countries: You must submit the [CUNY Acknowledgement and Consent Regarding Data Protection Form](#) with your application.

Instructions: Students should complete Part I. The organization should fill out Part II. Both should discuss expectations and sign the form in Part III.

The student should take the completed and signed form to the **Macaulay Honors College advisor** prior to the first day of the internship. The student must fill out the online internship evaluation at the end of the experience.

Please review our definition below:

Macaulay Honors College defines this experience as a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, the experience encompasses:

- Defined expectations
- Orientation and training
- Supervision and mentoring
- Evaluation of the experiences by both Macaulay Scholar and Supervisor
- Real work. While all entry-level positions involve clerical work, daily tasks in an internship should be substantive, with less than 35% clerical work.

Please see the **last page** for examples of substantive tasks interns can perform.

I. STUDENT INFORMATION *(to be completed by student and discussed with supervisor)*

Student Name: _____

Campus: _____ Graduation Year: _____

Major: _____ Minor: _____

Phone: _____ Email: _____

Semester of Internship/Research: ☐ Summer ☐ Fall ☐ Winter ☐ Spring Year 20____

How does this internship/undergraduate research fit into your future career plans?

What are your learning objectives?

II. ORGANIZATIONAL INFORMATION *(to be completed by supervisor and discussed with student)*

How did you find this opportunity? _____

Name of Organization: _____ Department: _____

Supervisor: _____ Title: _____

Mailing Address: _____
STREET CITY STATE ZIP

Work Site Address: _____
STREET CITY STATE ZIP

Phone: _____ Email: _____

Type of Work Done by Employer: _____

Term of the experience/activity: from _____ / _____ /20_____ to _____ / _____ /20_____

The student will be expected to work _____ hours per week.

Is this experience: ☐ Paid ☐ Unpaid ☐ Other

Students receiving small meal and travel stipends (maximum of \$325) will be eligible to receive an internship stipend through the Opportunities Fund.

The organization will pay \$_____ per ☐ hour ☐ month ☐ semester ☐ other to the intern/undergraduate research student.

Please specify any other forms of compensation with dollar amount(s) that will be made by the organization to the student (i.e. travel reimbursement, MetroCard, meal stipend, etc.):

Student's Title (ex. Intern, Researcher, etc.): _____

Description of work the student will accomplish (May be attached. Please use additional sheet if needed. Tasks should be less than 35% clerical):

Describe the career related skills the student will develop:

Describe the training and onsite supervision (Who will provide it? How frequently? What methods will be used?)

III. SIGNATURES *(to be completed by student and supervisor)*

The student and the supervisor have discussed job duties, learning goals, pay, and expected hours. The student and supervisor have or will discuss relevant policies and procedures and conduct and deportment in the workplace.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Macaulay Advisor Signature: _____ Date: _____

☐ Student Copy ☐ Supervisor's Copy ☐ Macaulay Honors College Copy

Note to student: To meet the internship/study abroad requirement, you must fill out the online internship evaluation at the end of the experience. This experience may meet the Macaulay internship requirement/be eligible for the Opportunities Fund if the internship meets the Macaulay Honors College guidelines listed on page one, subject to final approval by Macaulay Honors College.

Definition and Examples of Substantive Tasks

An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, the internship encompasses defined expectations; real work; and dedicated orientation, training, supervision, and evaluation.

Goals and Nature of Work

- Clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed
- Varied tasks
- While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical.

Substantive tasks involve decision-making and engage and develop the student's abilities.

Substantive tasks include:

- | | | |
|---------------------------|--------------------------|---|
| ❖ Research | ❖ Performing lab tests | ❖ Performing software/hardware revisions |
| ❖ Copyediting and writing | ❖ Interviewing patients | ❖ Community outreach |
| ❖ Creating a website | ❖ Conducting surveys | ❖ Preparing legal brief |
| ❖ Designing publications | ❖ Writing marketing plan | ❖ Creating financial forecast and cost recovery reports |
| ❖ Developing procedures | ❖ Facilitating workshops | |

Orientation, Training, and Supervision, and Evaluation

- Orientation covering mission, goals, organizational structure, and department procedures and policies
- Training on technical systems and tasks intern will conduct
- Dedicated supervisor(s) giving continuous feedback and meeting regularly to discuss progress
- Dedicated mentor(s) (can be same person as supervisor) promoting reflection, encouraging professional development, advising on the industry or field, and assisting in building skills
- Opportunities to network with senior staff members
- Written evaluations of intern performance during the middle and end of the experience

Timing

- Summer/Fall/Winter/Spring: *minimum of 100 hours*

Preferred Additional Activities

- Dedicated project(s) that students can work on during down-time
- Team projects among interns in the company/organization
- Presentation to staff members on activities
- Opportunities to view or participate in the work of other departments
- Extracurricular experiences with staff members such as staff outings
- Staff meetings or workshops open for the intern to attend
- Opportunities for increasing responsibility