

INTERNSHIP LEARNING AGREEMENT

This **Internship Agreement** is established to provide a basis of understanding between Stetson University and its faculty instructor, the student intern, and the host organization. This agreement commits neither the host organization nor the student to any employment relation or any employee benefits.

The **Faculty Instructor** agrees to (Print Name): _____

1. Work with the student (and through the student, with the on-site internship supervisor) to define learning outcomes for the internship
2. Define how the learning outcomes will be realized and assessed through on-site experiences and associated academic components (e.g., keeping a process journal, regular conversations with the instructor – in person or virtually, conducting a case study, completing short papers applying theory(ies) and or empirical research related to internship experiences).
3. Be central to the experience by providing substantial oversight for the learning and assessment activities associated with the internship and have regular substantive contact with the student throughout the internship via in-person, e-mail, phone, or Skype.

The **Student Intern** agrees to (Print Name): _____

1. Follow procedures, policies, and regulations of host organization in an ethical and responsible manner.
2. Perform tasks in a responsible manner, and demonstrate punctuality and a willingness to learn.
3. Provide records or reports required by either the University or host organization.
4. Review proposed learning outcomes with site supervisor and provide any revisions to faculty instructor within the first two weeks of the internship
5. Facilitate obtaining a completed performance evaluation from site supervisor.
6. Attend an Internship Orientation and submit the Student Internship Risk Acknowledgement/Liability Waiver.
7. Agree to start and end dates for the internship with site supervisor and communicate these dates, as well as any changes, to faculty instructor
8. Notify appropriate host organization personnel or Stetson representatives of any significant difficulties experienced at the site.

The **Site Supervisor** agrees to (Print Name): _____

Name of Internship Company/Organization: _____

****If needed, the University can provide host organization with a certificate of insurance reflecting current general liability coverage for this internship program, and upon request, shall name host organization as additional insured in regards to liability and the internship activities.***

1. Provide an experience for the student that will enhance educational and professional goals of the internship.
2. Review proposed student learning outcomes within the first two weeks of the internship (see below)
2. Provide feedback to the student on his/her progress.
3. Clarify to organization's employees the expectations of the student's learning experience.
4. Furnish training on best practices involving any materials or equipment that might be utilized on-site during the internship.
5. Notify Stetson representatives in a timely manner of any serious problems related to student's internship
(For emergency situations involving a student, please call Stetson Public Safety at 386-822-7300 immediately).
6. Complete a final evaluation of the student's performance at the end of each semester.
7. Acknowledge the University's policy on Non-Discrimination and Sexual/Unlawful Harassment (attached)

Student Learning Outcomes

Proposed Learning Outcome	Revised Learning Outcome (if necessary)	Supervisor Initials
1.		
2.		
3.		

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

SIGNATURE

DATE

Student _____

Faculty Instructor _____

Site Supervisor _____

Policy on Non-Discrimination and Sexual/Unlawful Harassment

In an effort to provide students with a safe and comfortable educational experience in their internship experience, we require internship sites to review and acknowledge the following standards and policies that apply to our internship program and our intern participants.

Non-Discrimination

Stetson University, in accordance with the EEOC, prohibits discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status. Discrimination against any individual for the above reasons is specifically prohibited except where sex, age or non-handicap is a bona fide occupational qualification.

Sexual and Other Unlawful Harassment

Stetson University also adheres to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The University's unlawful harassment policy also applies to our internship program to protect the rights of interns and provide an environment that is free from sexual and other unlawful harassment as described below:

Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities.
2. Rejection of such conduct is used as the basis, implicitly or explicitly for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

Other Unlawful harassment is defined as verbal or physical harassment based on a legally protected category, and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive environment.