
INTERNSHIP LEARNING AGREEMENT



COLLEGE of
CHARLESTON

ARTS MANAGEMENT
PROGRAM

Complete this learning agreement with your site supervisor.

Deadline:

This learning agreement must be completed and submitted to the Internship Program Coordinator by the last day of drop/add. Turning your paperwork in earlier, of course, is better. **It is the student's responsibility to consult a calendar to ensure that they submit their forms on time.**

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A. STUDENT INFORMATION:

Name: _____

CID#: _____

Term and year in which you wish to enroll and complete your internship:

Fall 20____ Spring 20____ Summer 20____

B. EMPLOYER INFORMATION:

Internship Organization: _____

Address: _____

Organization Supervisor: _____

Title: _____

Supervisor Email: _____

Phone: _____

Intern Compensation: paid (hourly) paid (stipend) unpaid

Start Date _____ End Date _____ Hours Per Week _____

INTERNSHIP WORK DESCRIPTION:

Please attached a detailed internship description. Outline on-site job responsibilities, indicate learning activities that the student will engage in, including training, conferences, projects, tasks, interactions with other professionals, etc.

C. AGREEMENTS AND SIGNATURES:

Student Intern: I concur with and accept the academic and work assignments indicated. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the organization's relevant policies/procedures and appropriate standards and ethical conduct.

Student Intern Signature

Date

Internship Site Supervisor: I have discussed the internship with the Student Intern and we have agreed upon the assigned work components attached. I agree to provide training and consultation to the Student Intern in order to achieve the described learning objectives, provide information concerning our organizational policies and procedures, meet with the Student Intern regularly, and provide an evaluation of the Student Intern at the end of the term. (I understand that an "employer evaluation" will be sent to me).

Internship Site Supervisor Signature

Date

Arts Management Program: I have discussed the academic component of this internship with the student intern. We have reached agreement on the learning objectives as indicated.

Arts Management Program Signature

Date