



University of Colorado
Denver

EXPERIENTIAL LEARNING CENTER

INTERNSHIP LEARNING AGREEMENT

☐ College of Arts and Media

☐ Business School

☐ College of Engineering &
Applied Science

☐ College of Liberal Arts &
Sciences

☐ School of Public Affairs

☐ College of Architecture and
Planning

This agreement ***must be filled out completely, signed, and approved*** by the Experiential Learning Center in order for the University of Colorado Denver to endorse your internship and provide Worker's Compensation insurance coverage. Clear definition of the employer's expectations and the student's learning objectives will maximize the internship experience for both parties.

STUDENT INFORMATION

First Name: _____ Last Name: _____ SID: _____

Phone: _____ CU Denver Email: _____ @ucdenver.edu

Address: _____

City: _____ State: _____ Zip: _____

Major(s): _____ Degree: _____ ☐ Freshman ☐ Soph. ☐ Jr. ☐ Sr. ☐ Grad.

Emergency Contact Name: _____ Relationship: _____ Phone: _____

INTERNSHIP INFORMATION

(Minimum 135 hrs (150 hrs Business School), min of 10 weeks Fall/Spring, 6 weeks Summer)

Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

Start Date (mm/dd/yyyy): _____ End Date: _____ InternLink Job #: _____

Onsite Hours per week: _____ Position Title: _____

INTERNSHIP TYPE

☐ Credit Only: # credits _____

☐ Credit & Paid: # credits _____

Pay rate/hour: \$ _____

EMPLOYER INFORMATION

Organization: _____

Site Supervisor: _____

Phone: _____ Email (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Experiential Learning Center

University of Colorado Denver

Phone: 303-556-6656

Fax: 303-556-4728

www.ucdenver.edu/elc

INTERNSHIP DESCRIPTION

Describe the nature of the position and your duties. List specific projects or tasks as well as the required skills. Attach a job description if available. **The site supervisor and student complete this section together.**

INTERNSHIP LEARNING OBJECTIVES

What do you hope to learn from this experience that advances your understanding of coursework concepts? How does this internship contribute to your ability to enter a career with experience? List 3-8 specific educational, professional, and personal goals that are observable, measurable, and able to be evaluated by your faculty sponsor and site supervisor. Begin bullet list with words such as “assist with,” “learn how to,” “expand knowledge of,” “understand the process of.” Include any special training programs, workshops.

Note: Your department may have standardized departmental learning objectives.

Experiential Learning Center

University of Colorado Denver

Phone: 303-556-6656

Fax: 303-556-4728

www.ucdenver.edu/elc

Internships for academic credit must have signed approval by a *CU Denver Downtown Campus approved* faculty sponsor. Learning Agreements must be submitted to your ELC internship advisor to officially register your internship. Prior to beginning the internship, you will be given an Electronic Permission Code or an add slip by your ELC internship advisor in order to add your internship credits through the Registrar.

TO BE COMPLETED BY FACULTY SPONSOR

Faculty Sponsor: _____ Department: _____

Phone: _____ E-mail: _____

Office Location: _____ Campus Box: _____

Internship Course Number: _____

Number of Credits: _____

Academic requirements: _____

Grading: ☐ Letter grade ☐ Pass/Fail (Business School)

☐ Term Paper/Project Due Date: _____

☐ Progress Report Due Date: _____

☐ Reflection Journal Due Date: _____

☐ Assigned Reading Due Date: _____

☐ Number of Email Contacts: _____

☐ Meeting Date(s)/ Time(s): _____

☐ Internship Time Log: _____

☐ Employer Evaluation: _____

☐ Other: _____

Assignment Description:

Grading Rubric (e.g. 20% Time Log, 40% Assignments, 20% Employer Evaluation:)

Experiential Learning Center

University of Colorado Denver

Phone: 303-556-6656

Fax: 303-556-4728

www.ucdenver.edu/elc

RESPONSIBILITIES UNDER THIS AGREEMENT

The student, employer, faculty sponsor, and ELC internship advisor agree to assume the responsibilities outlined below for the duration of the student's internship placement. NOTE: Employer, faculty, and internship advisor signatures are required prior to the start of internships.

EMPLOYER RESPONSIBILITIES (1st signature):

- Verify the position and duties meet the University Internships criteria listed in the ELC Employer Guide.
- Provide an orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties.
- Provide regular feedback to the intern regarding performance.
- If the student is paid, understand the responsibility for providing Workers Compensation and liability insurance in accordance with Colorado State Law, and agree to provide said coverage.
- Comply with Federal Laws prohibiting discrimination on the basis of race, color, national origin, sex, disability, and/or military status.
- Notify the Experiential Learning Center in a timely manner if any problems arise during the internship placement, or if student discontinues the internship for any reason.
- Complete a final written evaluation of the student's performance (online evaluation form will be provided by the ELC).

Site Supervisor Signature: _____ Date: _____

FACULTY SPONSOR RESPONSIBILITIES (2nd signature):

- Verify the student meets departmental requirements for an internship.
- Determine and discuss how the proposed internship is relevant to the student's educational objectives and merits academic credit.
- Assist the student in formulating concise and clear learning objectives for the internship.
- Determine academic assignments, monitor student progress, and provide final evaluation/grade. Keep in contact with the student during the semester to offer guidance and support.

Faculty Sponsor Signature: _____ Date: _____

***THE FOLLOWING SCHOOLS REQUIRE SECONDARY SIGNATURES:** Business School: **Director of Undergraduate Programs**; Graduate Business School: **Program Director**; Engineering: **Asst. Dean of Student Affairs**; Sociology: **Dept. Chair**.

*Secondary Department Signature: _____ Date: _____

STUDENT RESPONSIBILITIES (Required):

- Fulfill those tasks and responsibilities assigned by your site supervisor and outlined in this Learning Agreement.
- Conduct yourself in an ethical and professional manner, acting as a positive representative of CU Denver as outlined in the Code of Conduct.
- Complete a minimum of 45 (50 for Business) hours for each 1 credit hour received (e.g. 135 hours = 3 credit hours or 150 hours = 3 credit hours) over minimum required weeks.
- Notify the Experiential Learning Center and your faculty sponsor in a timely manner of any changes to this Learning Agreement or if any problems develop during the internship.
- Understand that the number of credit hours listed in this agreement will be added to my course schedule and that I will be charged the appropriate tuition for these credits.
- Complete the evaluation of your internship experience (online evaluation form will be provided by the ELC).

Student Signature: _____ Date: _____

EXPERIENTIAL LEARNING CENTER/ INTERNSHIP ADVISOR RESPONSIBILITIES (final signature):

- Review the student's eligibility for participating in an academic internship (GPA, prerequisites, etc.)
- Maintain communication and act as liaison between the student, the employing organization, and the faculty sponsor.
- Review the Learning Agreement for completeness and accuracy of information.
- Administer internship evaluation process for all parties.
- Assist the student, the site supervisor, and the faculty sponsor in resolving any problems that arise.

Internship Advisor Signature: _____ Date: _____

For complete description of Federal and State Laws 8-40-302(7) (a) and 8-40-202 (1) (a) please go to [http://coworkforce.com/dwc/WCAct2005/WC%20Act%2005%20\(HTML\).htm](http://coworkforce.com/dwc/WCAct2005/WC%20Act%2005%20(HTML).htm) For additional information, please go to the website of the Office of University Risk Management at the University of Colorado Denver: <http://urm.cusys.edu/>

Experiential Learning Center

University of Colorado Denver

Phone: 303-556-6656

Fax: 303-556-4728

www.ucdenver.edu/elc