

Student Internship Learning Contract



ROCKY
MOUNTAIN
COLLEGE

This agreement must be filled out COMPLETELY, signed and returned to the Office of Career Services before you start your internship. Questions? Contact the Office of Career Services in the Bair Family Student Center or at 406.657.1039 or careerservices@rocky.edu.

Internship start date: _____ Internship End Date: _____
Course #: _____/450 Academic Semester: _____ (SEM)/ _____ (YR)
Total Number of credits: _____ Work Hours: _____ (Must work at least 45 hours per credit)

Internship Student's Name: _____ Are you a U.S. citizen? Yes No
Phone: _____ Email: _____
Major: _____ Minor : _____ Anticipated Graduation Date: _____

On-Site Supervisor's Name and Title: _____
Organization: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Paid If Paid, wage _____ Unpaid Immediate relative of the Student Yes No

Attach a job description or description of tasks and responsibilities to be completed during the internship.

Learning Outcomes of Internship - to be developed by student and faculty PRIOR to supervisor signature

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

STUDENT RESPONSIBILITIES:

- I will fulfill the tasks and responsibilities assigned by my on-site supervisor and outlined in this learning agreement. I will conduct myself in a professional and ethical manner at all times.
- As an intern with the organization listed above, I will treat all knowledge, information, and material gained through my work assignment so as to protect its confidentiality. I understand that information acquired and compiled in the course of my work assignment is the sole property of the organization, and I agree to make no public release of any portion thereof, nor shall I publicly discuss or distribute any information as to compromise its confidentiality.
- I also understand that the awarding of an internship does not guarantee or imply any future employment opportunities with this organization.
- I understand my grade will be based, in part, on evaluations by my on-site supervisor and any assignments required by my faculty internship supervisor.
- I will contact the Office of Career Services and my faculty supervisor in a timely manner of any changes to the Learning Contract or if any problems arise and ensure that all evaluations are returned to the Office of Career Services by the deadline.
- I understand and agree to comply with the RMC Student Employment/Internship Insurance Guidelines, found at rocky.edu/student-life/career-services/internships

I have read, understand and agree to abide by the guidelines described above.

Student signature

Date

ON-SITE INTERNSHIP SUPERVISOR RESPONSIBILITIES:

- Verify that the position and duties meet RMC internship criteria.
- Comply with all federal and state laws regarding nondiscrimination and sexual harassment.
- Confirm proposed Learning Outcomes are reasonable expectations for the internship and provide a complete job description to the student and Office of Career Services.
- Provide the student with supervision, training, and the resources necessary to perform assigned tasks.
- Provide written evaluation of student at mid-term and upon completion of the internship. The evaluations will be sent electronically to the employer by the Office of Career Services.
- Immediately notify the RMC faculty internship supervisor and/or Director of Career Services should any problems arise or early termination of the internship become necessary.
- Comply with the RMC Student Employment/Internship Insurance Guidelines, found at <http://rocky.edu/student-life/career-services/internships/>

Supervisor's signature_____
Printed Name_____
Date**FACULTY INTERNSHIP SUPERVISOR RESPONSIBILITIES:**

- Approve the number of credits, work hours, length of internship and proposed learning outcomes and related tasks and responsibilities of the internship.
- Keep in contact with student throughout internship to offer guidance and support.
- Assign the student an academic assignment in conjunction with the internship.
- Submit student's grade based on successful completion of an academic assignment, required hours and the intern's performance as evaluated by the internship on-site supervisor.

Academic Assignment: _____ **Due Date:** _____

Faculty Supervisor's signature_____
Printed Name_____
Date**RMC OFFICE OF CAREER SERVICES RESPONSIBILITIES:**

- Maintain all appropriate internship records, forms and evaluations.
- Facilitate communication with student, employer and faculty throughout internship. Conduct internship site visits when appropriate and allowable by intern work schedule and location.
- Distribute and collect evaluation forms twice during the semester. The forms are to be completed by the on-site supervisor at mid-term and upon completion of internship and by the student upon completion of the internship.
- Distribute a copy of the internship contract to the Office of Student Records for course registration and copies of all evaluations to the faculty supervisor.

Forms received by Office of Career Services:_____
Initials_____
Date**STUDENT INTERNSHIP CHECKLIST:**

- Submit the original contract to Office of Career Services **by the deadline**. Provide a copy to your on-site supervisor as well.
- Ensure your health care coverage is current and up-to-date
- Be sure your internship supervisor completes mid-term and final evaluations and submits them to Office of Career Services
- Complete verification of hours and submit to Office of Career Services at the completion of the internship
- Complete academic assignment for your faculty supervisor
- Complete the internship self-evaluation form and submit to Office of Career Services at the completion of the internship