

INTERNSHIP LEARNING CONTRACT

INTERNSHIP PROJECT TITLE:	
INTERNSHIP SITE	Host name (business or organization)
	Internship supervisor (supervisor of intern)
	Address
	Phone
	Supervisor's e-mail address
STUDENT INTERN	Name
	Mailing address
	Phone
	E-mail address
FACULTY INTERNSHIP SUPERVISOR	Name
	Phone
	E-mail address
	Number of credits requesting

FOR THE STUDENT

The following pages contain four questions you will need to answer before starting your internship. Many of these you will answer together with your internship host and faculty supervisor, so schedule these conversations as early in the planning process as possible. This contract should then be sent to the Agricultural Sciences coordinator, Kari Richards (ksu2@cornell.edu) for review. Your contract will either be approved as it stands, or revisions will be requested.

CREDITS

Internships can be conducted any time of year, but should fall within Cornell's general policy of **one credit hour for each 45 hours of off-campus work**. This means that you can conduct 'intensive' internship work outside of the semester (e.g., during breaks), or a few hours each week while enrolled in classes. Your faculty supervisor will work with you to choose the number of credits appropriate for your project. You can take up to **three credits** of internship work at one time, with a maximum of **six total credits** while at Cornell. Please note, if you do the bulk of your internship work over the summer and you will only be finishing up with reporting and documentation in the fall, you will only be able to apply for **ONE internship credit**, unless you choose to pay summer session credit.

PART ONE: GENERAL

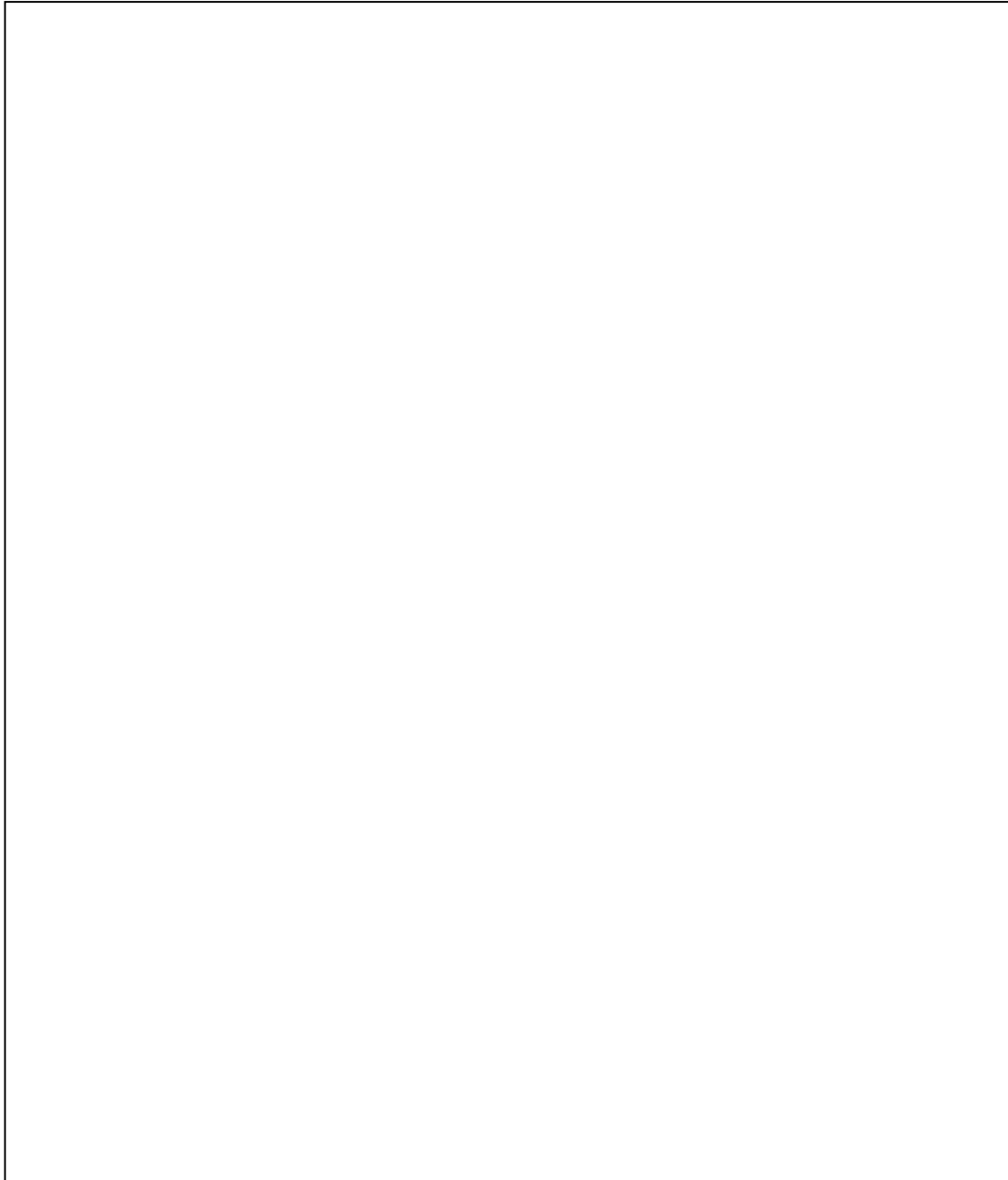
1. What are your roles and responsibilities during your internship? List your duties, projects to be completed, etc.

2. Describe the supervision to be provided by the internship host. What kind of orientation, instruction, assistance, weekly meetings, consultation, mentorship, etc. will you receive and from whom?

PART TWO: LEARNING OBJECTIVES AND LEARNING ACTIVITIES

3. What do you intend to learn (not DO, that is next!) through this experience? Be as specific as possible. Use phrases like “I will learn..., I will gain an understanding of...”

4. Describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, meetings that will be part of your internship and relate them to your learning objectives. These activities should be worked out with your internship supervisor who is your host in the field. Use complete sentences in an active voice: “I will perform..., I will observe..., I will produce..., I will participate in...”

A large, empty rectangular box with a thin black border, intended for the student to write their response to question 4. The box is currently blank.

PART THREE: THE AGREEMENT

A. The **student intern** agrees to:

1. Perform to the best of his or her ability and to the satisfaction of the internship supervisor all assigned tasks.
2. Adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and punctual reporting to the internship site (to be agreed upon with your host and faculty sponsor).
3. Provide evidence of the internship completed either through blogging, a presentation as part of the Seminar in Agricultural Sciences (AGSCI 4010), or other documentation agreed upon between the student and the faculty supervisor no later than the semester following the completion of your internship.

Student intern's signature: _____

Date: ____/____/____

B. The **internship supervisor** agrees to:

1. Work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties, and overall goals described in this contract.
2. Provide a good learning environment for the student, with a minimum of routine work such as typing and filing.
3. Communicate periodically with the student about his or her performance, keeping a record of the student's hours and performance on the job.
4. Complete an evaluation of the student's performance. The evaluation will be sent to the Agricultural Sciences coordinator, Kari Richards before the student can receive any credit (ksu2@cornell.edu).
5. Complete these tasks during the period beginning ____/____/____ and ending ____/____/____.

Internship supervisor's signature: _____

Date: ____/____/____

C. The **faculty sponsor** agrees to:

1. Assist student in preparation of the learning contract describing the justification and activities of the internship, to be submitted to the Agricultural Sciences coordinator.
2. Assist in coordinating the internship and provide support as needed by the student.
3. Upon request from the student or coordinator, help to resolve any difficulties that may arise.

Faculty Supervisor's signature: _____

Date: ____/____/____