



# MarymountManhattan

## MMC CREDIT INTERNSHIP LEARNING AGREEMENT

Student intern and site supervisor must both complete this form at the beginning of the internship. Site Supervisor: Please return a copy of this completed form to the student intern at the start of the internship. Student intern: Share completed form with faculty supervisor at Marymount.

### INTERN SITE SUPERVISOR

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

### SITE SUPERVISOR RESPONSIBILITIES

Marymount Manhattan greatly appreciates your participation in our internship program. Your role is integral to the student intern's experience and success.

As site supervisor for this internship, I agree to:

1. Clearly discuss the requirements of the internship with the student intern and familiarize the intern with the work environment.
2. Work with the student to complete on-site goals, duties and learning objectives.
3. Provide on-going supervision and constructive feedback to the student on internship performance, i.e., skills, initiative.
4. Talk and/or meet with the faculty supervisor if requested.
5. Complete an evaluation of the student's performance and attitude at the end of the internship.

Site Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Internship Description and List of Duties** (Site Supervisor: Please include at least three specific duties and add additional duties as appropriate).

- 1.
- 2.
- 3.

**STUDENT INTERN**

Name \_\_\_\_\_ MMC ID # \_\_\_\_\_

Preferred Email \_\_\_\_\_ Local/Cell Phone \_\_\_\_\_

MMC Sponsoring Academic Department \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ #credits \_\_\_\_\_

Semester/Year of Internship \_\_\_\_\_

**STUDENT INTERN RESPONSIBILITIES**

As a student seeking credit for an internship experience, I agree to:

1. Complete the Internship Learning Agreement and submit it to the Faculty Supervisor at the beginning of the internship.
2. Obtain Faculty Supervisor and Internship Coordinator (Paul Maniaci, Career Services) approval for the internship before registering in Center for Student Services.
3. Perform to the best of my ability all tasks assigned by the Site Supervisor that are related to my learning objectives and internship responsibilities.
4. Complete all academic work as outlined by my Faculty Supervisor and required for the granting of academic credit for the internship, e.g., papers, journals, meetings. (Be sure that you discuss the academic requirements with your faculty supervisor before registering for an internship.)
5. Follow all regulations, rules and normal requirements of the workplace.
6. Immediately notify my Faculty Supervisor and the Internship Coordinator (Paul Maniaci, Career Services) of any changes or problems that may develop during the internship, **especially if my site supervisor changes. (Please provide contact information for the new supervisor immediately. This is important for evaluation purposes and may affect your grade.)**

**Student Intern Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Remember that the internship requires a minimum GPA of 2.8 and 30 completed credits. Transfer students are eligible after one semester of full-time study at MMC.)

New York State Education Law requires a minimum of 120 hours in order to obtain 3 internship credits.

Your work schedule is to be negotiated with your Site Supervisor taking into account your academic obligations.