



MarymountManhattan

MMC CREDIT INTERNSHIP LEARNING AGREEMENT

Student intern and site supervisor must both complete this form before beginning the internship.

- **Site Supervisor:** Please return a copy of this completed form to the student intern before the start of the internship.
- **Student intern:** Upload the completed Learning Agreement to the online Internship Application and 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. ***Please note that New York State Education Law requires a minimum of 120 hours of supervised work in order to obtain 3 internship credits.**

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 via the online Internship Application and to the Faculty Supervisor before beginning the internship.
2. Meet with the Internship Coordinator (Ryan Atwell, Career Services) after submitting the online Internship Application. I understand that after I meet with the Internship Coordinator, my application will need to be digitally approved by both my Faculty Supervisor **and** the Division Chair before it is sent to the Registrar's Office to be added to my schedule.
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 (Ryan Atwell, 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.)**
7. Complete an evaluation of my experience at the internship.

Student Intern Signature _____ Date _____

Remember that the internship requires a minimum GPA of 2.0 and 30 completed credits. Transfer students are eligible after one semester of full-time study at MMC. Students must also have completed all necessary and outstanding CareerLab assignments. Please visit the Internship page of the Career Services website for more information.

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

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

***Please note that the learning agreement must be completed in order to submit your application to receive academic credit for your internship.**