

# Internship Learning Agreement: Student Intern

CJUS/IR/POLI 416: Internship Credit

Please return this form to: Dr. Andreea Mihalache-O'Keef via email at mihalache@roanoke.edu or directly to office 202 West Hall.

Intern Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

E-mail OR Phone: \_\_\_\_\_

## COURSE DESCRIPTION

The purpose of the Internship program is to provide a practical learning experience for students during which they use and develop skills and knowledge learned in the classroom. The experience provides on-the-job experience, the opportunity to build professional networks, and sometimes leads to full-time employment after graduation.

### Important Points:

1. All Internships are graded on a pass/fail basis.
2. Students may not earn more than two units of internship credit toward a degree. However, students should note that at least 30 of the 33 academic units used to meet degree requirements must be taken for a letter grade.
3. It is the student's responsibility to check their schedule and budget for overload fees in the event they have surpassed the maximum number of classes taken. An overload fee is applicable to each full course unit taken in excess of five course units in either the first or second term. This fee is based on the number of course units for which a student is registered at the end of seven calendar days after the first day of classes.

### Expectations:

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

- meet with the Site Supervisor and sign the Internship Learning Agreement after the list of duties have been decided.
- perform to the best of my ability those tasks assigned by my Site Supervisor which are related to my learning objectives and to the responsibilities of this position;
- follow all the rules, regulations and normal requirements of the internship site including expectations of professionalism and timeliness;
- work a minimum of 120 hours;
- dress appropriately for this internship;
- maintain an ongoing critical reflection (prompts will be provided);
- meet regularly with Dr. Mihalache-O'Keef;
- complete an evaluation of the internship;
- Participate in an internship showcase. Student interns will each produce a poster about their internship. Posters should include the following
  - name and describe the company
  - describe your role as an intern (include pictures where applicable)
  - List learning/project outcomes
- submit a final reflection paper;
- contact Dr. Mihalache-O'Keef to drop the internship from my schedule if I cannot complete it.

### Learning Objectives:

Identify three to five learning objectives that you plan to accomplish during your internship. These objectives should include: skills and knowledge you hope to gain, and personal and professional growth you hope to achieve. Objectives should be specific, measurable, realistic, and achievable and should include an action plan for their completion. Please review these objectives with Dr. Mihalache-O'Keef and your site supervisor. Then return the completed form. Keep a copy for your journal because you will need to reference this when meeting with the Dr. Mihalache-O'Keef and the site supervisor and for constructing the reflective journal.

- 1.
- 2.
- 3.
- 4.
- 5.

I have read and understand the internship guidelines listed on this form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\* Please keep a copy of this form for your records.*