

INTERNSHIP SITE INFORMATION

COLLEGE FOR CREATIVE STUDIES
www.collegeforcreativestudies.edu

Name _____
Address _____
City _____ State _____ Zip _____

Phone _____
Email _____

Major/Concentration _____
Date of Graduation _____

Supervisor Name _____
Title _____

Internship Site _____
www. _____

Address _____ City _____
State _____ Zip _____

Supervisor Phone _____
Intern Phone _____

Supervisor Fax _____
Supervisor Email _____

Start Date of Internship _____
End Date of Internship _____

Total Number of Hours to be worked per week: _____

Is the Internship Paid or Unpaid? If paid, list the negotiated pay rate and any benefits:

Supervisor Signature _____
Date _____

College for Creative Studies
"FOR CREDIT" Internship Learning Contract

Student Name _____ Email _____

Internship Site _____ Site Supervisor _____

Faculty Sponsor _____

The Internship

Job Description: Describe the role and responsibilities of the internship. Include duties, projects to complete, etc. (To be completed by the site supervisor)

Mentoring: Describe the mentoring to be provided by the Internship Site. What kind of orientation, instruction, assistance, supervision, etc. will be received, from whom, and how often?
(To be completed by site supervisor.)

The Learning

Learning Outcomes: At the conclusion of this course, we want the student to be able to: Be as specific as possible. (To be completed by site supervisor.)

Learning Activities: Describe how this internship enables the student to meet the learning outcomes. Include projects, research, meetings, etc, that will be part of the internship relating them to the learning outcomes. (To be completed by site supervisor or mentor.)

The Agreement

First and foremost, this is an educational experience. The intern has committed to the internship site for the entire semester. This is a CLASS with other criteria besides showing up for work.

With this in mind, the intern agrees to:

Complete the requirements of the internship program.

Abide by the personnel policies of the internship site; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.

Perform duties in an ethical and professional manner.

Maintain confidentiality concerning any sensitive information encountered in the workplace.

Maintain the highest quality of classroom work on campus as well as the internship program requirements.

Signatures

Internship Site Supervisor _____

Date _____

Student Intern _____

Date _____

Please give a copy of this form to CCS Career Services and CCS Faculty Mentor