



Internship Learning Agreement

Directions:

Step 1: Complete the form and review it with your Internship Site Supervisor and Faculty Supervisor. (Use the How to Write Objectives document to assist you in completing the form.) Make revisions as necessary. (See last page for Areas of Responsibility.)

Step 2: Ensure the form is free of error. Check spelling, grammar, and sentence completion. Fill out the form in complete sentences.

Step 3: Sign each copy. Obtain a signature from your Internship Site Supervisor.

Step 4: Make a copy for your employer, keep a copy, and upload the final copy to Canvas for your Faculty Supervisor. (Uploading a final copy is a canvas course assignment.)

Student Information:

Intern Name:	UVID:
Email:	Major:

Internship Site Information:

Employer:		Site Supervisor:	
Start Date:	End Date:	Hours Per Week:	

Does your internship take place outside the U.S.? YES/NO

**If yes, contact the Multicultural Studies office in WB 147 for travel authorization if you have not already done so. (required for international travel)*

Description of Internship:

1. **List your primary learning objectives. Describe what you hope to learn and accomplish from this experience.** You are required to complete at least one objective per credit. The number of objectives you wish to establish is not as important as the significance of each objective and the time required to complete them. Refer to the “How To Write Objectives” document as you compile objectives.

OBJECTIVE 1: (What will you do?)

Which Area of Responsibility does this fit into (see last page):

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your site supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 2: (What will you do?)

Which Area of Responsibility does this fit into (see last page):

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 3: (What will you do?)

Which Area of Responsibility does this fit into (see last page):

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 4: (What will you do?)

Which Area of Responsibility does this fit into (see last page):

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 5: (What will you do?)

Which Area of Responsibility does this fit into (see last page):

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 6: (What will you do?)

Which Area of Responsibility does this fit into (see last page):

Estimated hours to complete objective:

Date of Completion (Estimated):

Method of Measurement: (How will your Site Supervisor and/or Faculty Supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

***You may add more objectives. If the objectives change throughout the course of the internship, the student is responsible for revising the objectives and gaining approval from the Site Supervisor and Faculty Supervisor before the end of the internship.*

2. Provide a job description outlining your specific responsibilities, project, and/or tasks.
3. How frequently will you receive feedback from your Site Supervisor? When and how will your job performance be evaluated?
4. Provide specific dates when the projects, written work or other culminating activities are due to your Site Supervisor or Faculty Supervisor.
5. Describe your arrangement for contact with your Faculty Supervisor.

Agreement:

Intern: I agree with and accept the academic and work assignments within this agreement. I will complete all work and academic assignment to the best of my ability. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the employer's relevant policies/procedures and appropriate standards of ethical conduct. I will also complete the Student Evaluation of Internship Experience by the requested date.

Site Supervisor: I have discussed this internship with the intern and we have agreed upon the assigned work components appearing above. I agree to meet with the intern regularly to provide assistance, training, and consultation to the intern in order to help them progress toward the aforementioned learning objectives. I also understand that an employer evaluation will be emailed to me at the end of the semester. I will complete the evaluation form and meet with the intern to discuss the evaluation by the requested date.

Signatures:

Intern _____

Date _____

Site Supervisor _____

Date _____

Seven Areas of Responsibility

- Area I:** Assess Needs, Assets and Capacity for Health Education
- Area II:** Plan Health Education
- Area III:** Implement Health Education
- Area IV:** Conduct Evaluation and Research Related to Health Education
- Area V:** Administer and Manage Health Education
- Area VI:** Serve as a Health Education Resource Person
- Area VII:** Communicate and Advocate for Health and Health Education