

## Roles and Responsibilities and Learning Agreement: Students, Internship Sites and Cazenovia College

Student's Name (Print): \_\_\_\_\_

Internship Site (Print): \_\_\_\_\_

Site Supervisor (Print): \_\_\_\_\_

### Internship Roles and Responsibilities

#### Students, Faculty Coordinators/Program Directors and Site Supervisors

The following Roles and Responsibilities outlined in this document serve as a guide for students, faculty and internship site supervisors. Students must work 40 hours on-site for each registered credit. 120 on-site hours = 3 credit hours (For Human Services majors: 80 on-site hours = 3 credit hours).

All parties (students, faculty and internship site supervisors) involved agree to the following definition of an internship. An internship:

#### For Students

- Is supervised, pre-professional work, service, or learning experience.
- Allows a student to gain professional experience as a student and apply knowledge and skills acquired in the classroom.
- Is usually time-limited (certain number of hours, a semester or a summer).
- Is primarily a learning experience. However, many interns contribute to the organizations' operations by developing and implementing projects and serve as contributing staff members.
- Is a graduation requirement for most Cazenovia College majors. To receive academic credit, Cazenovia College students need to register for an internship course prior to the start of the internship (and paperwork must be fully executed).
- Requires a supervisor at the site to mentor and lead the intern through professional experiences.
- Provides the student with valuable information about their personal career goals.

#### For Internship Sites/Employers

- Welcomes students to participate on projects and organizational operations that provide students with meaningful professional experiences.
- Meets with student interns to discuss goals and activities for the internship experiences.
- Assesses the performance of the intern and provides feedback to the faculty coordinator/College at the end of the internships.
- Mentors and influences the next generation of professionals.

### I. **The Student Intern:**

- A. **Is ultimately responsible for securing an internship, for obtaining approvals for academic credit and for registering for academic credit with the Registrar's Office.** The internship must begin and end in the semester the student is registered. Unless expressly approved by the Dean of Faculty, students may not complete an internship in one semester and take the internship academic course in another semester.
- B. Must meet with their Faculty Internship Coordinator to receive approval for sites.
- C. Must provide internship site confirmation to the Career Services Office. **Students may not begin internships until fully executed agreements are on file with the Career Services Office.**
- D. In consultation with faculty coordinators and site supervisors, plan learning objectives and activities for the internship.
- E. Fulfills all intern responsibilities as agreed to by site, faculty, and student.
- F. Follows all employer guidelines including policies, practices and confidentiality and participates in ALL training programs deemed appropriate by the site supervisor as part of the internship.
- G. Practices professional behavior and attitude, as a representative of the Cazenovia College community.

### II. **The Faculty Internship Coordinator:**

- A. Initiates the Learning Agreement for the students' internships. The Learning Agreement should incorporate faculty and student expectations and outcomes and the site supervisors'

acknowledgement/agreement that the objectives and goals are reasonable given the scope and size of the sites and the abilities of the students.

- B. Will supervise students through academic internship courses and monitor and maintain professional relationships with the sites on behalf of Cazenovia College.
- C. Acts as a resource for site supervisors, addressing questions or concerns about students' academic programs, the goals of the placements, the internship process and other details. The Faculty Internship Coordinator serves as site supervisors' primary contact at the College, in matters pertinent to the internships.
- D. Ensures the effectiveness of the placements by being available to discuss mutual concerns of students and sites, through phone calls, site visits, and/or other means of direct communication.
- E. Faculty Internship Coordinators conduct regular student seminars to integrate theoretical and practical knowledge.

### **III. The Site Supervisor:**

- A. Meets with the intern on a regular basis for informal feedback, to keep the internship moving successfully toward the agreed-upon goals. Throughout the internship, the site supervisor serves as a resource person to the student, answering questions and providing direction.
- B. Contacts the faculty coordinator or the Director of Career Services immediately with any concerns that require the College's involvement.
- C. Completes the Cazenovia College Internship Site Supervisor Final Evaluation Form provided by the College (electronically). Note: The final evaluation should be completed at the end of the internship, discussed fully with the student, and returned electronically to Cazenovia College where it will be directly forwarded to the faculty supervisor. The date should be no later than the date discussed with the faculty supervisor, upon the completion of the internship or by the end of the semester in which the student is enrolled.
- D. Meets with the faculty coordinator during the internship for scheduled site visit/s, to discuss the interns' activities and progress.

### **Internship Learning Agreement**

This Learning Agreement is designed to ensure all parties to this internship clearly understand the goals and activities involved.

All are asked to sign this Learning Agreement to indicate that the goals and objectives are realistic, achievable, and represent a substantive learning experience for the student intern.

#### **LEARNING OBJECTIVES**

*Please list specific learning objectives for this internship: what do you want to learn by the end of the internship?*

Objective 1:

Objective 2:

Objective 3:

#### **LEARNING ACTIVITIES**

*Please list the specific activities to be performed at the internship site that supports the Objectives listed above.*

Activity 1:

Activity 2:

Activity 3:

**EVALUATION**

*The Objectives and Learning Activities are to be evaluated on the Site Supervisor Final Evaluation Form.*

**Site Supervisors: A paper copy of the final evaluation form is enclosed for review and reference only. Final evaluations are now available on-line. At mid-semester you will be issued a web address and password to complete and electronically submit your final evaluation form.**

**SIGNATURES**

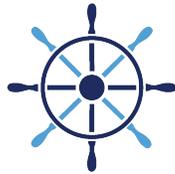
Student/ Intern \_\_\_\_\_ Date \_\_\_\_\_

Faculty Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Internship Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Note: All parties should keep a copy of this document. Changes can be made to the learning objectives and/or activities with the written agreement of all three parties.

Career Services Office  
22 Sullivan Street, Cazenovia, NY 13035  
P: 315-655-7191 • F: 315-655-6996  
careerservices@cazenovia.edu



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