

## **Internship Agreement & Guidelines**

Although internships are not required as part of Fairhaven's curriculum, we view them as valuable components of our students' educational experiences. To provide a quality experience for both the intern and the agency, the following guidelines are provided to help clarify the expectations for all those involved with the internship experience. We suggest that the intern and field supervisor discuss these expectations at the beginning of the internship.

### **RESPONSIBILITIES FOR THE STUDENT INTERN**

#### **The intern agrees to:**

- perform those assigned tasks related to the internship to the best of her or his ability and to the satisfaction of the field supervisor.
- complete those activities and evaluation components related to the learning objectives specified in the internship proposal.
- adhere to all personnel rules, regulations and other standard requirements of the organization, including regular and punctual attendance at the internship site.
- maintain communication with the faculty sponsor as agreed upon in the internship proposal.
- discuss with and obtain approval of the faculty sponsor and the field supervisor of any proposed revisions to the learning objectives or goals in the internship proposal.

### **RESPONSIBILITIES FOR THE FIELD SUPERVISOR**

#### **The field supervisor agrees to:**

- review the internship proposal and assign tasks that will assist the student in meeting these objectives.
- provide the intern with normal supervision and guidance as needed in his or her performance of the tasks assigned in the internship.
- meet with the intern on a regular basis to discuss progress throughout the quarter.
- provide a timely written evaluation of the student's performance based on the student's internship contract and evaluation guidelines. (See Evaluation Guideline section below.)
- contact the faculty sponsor if any problems arise.

Faculty Sponsor name (please print)	e-mail address	Phone
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## **RESPONSIBILITIES OF THE FACULTY SPONSOR**

### **The faculty sponsor agrees to:**

- assist the student in drafting an internship proposal with clearly stated learning objectives and appropriate evaluation criteria.
- communicate periodically with the student, as specified in the internship proposal, concerning the student's performance and learning achievement.
- assist the student in resolving any difficulties that might arise in the internship experience.
- respond to the student's self-evaluation, incorporating the evaluation from the field supervisor.

## **RESPONSIBILITIES OF THE HOST ORGANIZATION**

• In placing students in internships, Fairhaven College expects that host organizations will comply with state and federal laws relating to discrimination in the workplace. Fairhaven College is committed to equal employment opportunity, affirmative action and nondiscrimination on the basis of race, color, national origin, gender, marital status, sexual orientation, religion, age disability and veteran status. This commitment includes compliance with the American Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

## **EVALUATION GUIDELINES FOR SUPERVISORS AND HOST ORGANIZATIONS**

A field supervisor is expected to evaluate the intern's progress regularly and informally throughout the quarter and to report his/her assessment of the intern's progress to the student and the faculty sponsor. We strongly recommend that the field supervisor schedule weekly conference with the intern to accommodate the need for frequent and focused evaluation.

A more formal evaluation process occurs at the end of each quarter of the internship. At that time, the field supervisor submits a written evaluation of the student's progress to the faculty sponsor. This evaluation should reflect: (1) the intern's progress toward the goals and learning objectives stated in his/her internship proposal; (2) the intern's ability to function as a contributing member of the host organization; and (3) the intern's personal and professional growth during the quarter. The field supervisor's final evaluation should be one to two pages in length and printed on the organization's letterhead. The original should be mailed to the faculty sponsor and a copy should be given to the student.

The student prepares a written self-evaluation of his/her work at the end of the term. This evaluation becomes part of the student's permanent record. The field supervisor's written evaluation provides substantive and valuable information and is included as part of the student's final evaluation. The field supervisor may be asked to comment on the intern's self-evaluations before it is submitted to the faculty sponsor.

As a field supervisor, you might find it helpful to consider the following questions as you prepare to write the evaluation.

Achievement of learning objectives

1. What progress has the student made toward the objectives outlined in the internship proposal?
2. What evidence can you provide that can document the intern's progress toward each objective?
3. If one or more objectives have not been achieved, what barriers prevented progress toward each?
4. What other skills, abilities or special knowledge has the intern developed this quarter?
5. What are the intern's outstanding performance strengths?
6. What attributes of performance still need improvement?
7. What suggestions would you offer the intern for maintaining or improving his/her performance in the future?

Performance and contributions as a member of the organization

1. Has the student developed an adequate understanding of the organization's purpose and functions?
2. How well did the intern perform the routine tasks associated with his/her assignment?
3. In what ways has the intern contributed to the ongoing program of the organization?
4. Has the intern progressed at the expected rate and anticipated ways in his/her ability to:
  - a. Work effectively with decreasing amounts of direct supervision?
  - b. Accept responsibility for tasks of increasing complexity, difficulty or scope?
  - c. Exercise initiative when appropriate (and refrain from exercising initiative when not appropriate)?

Personal and professional development

1. Has the intern been dependable?
2. Has the intern succeeded in meeting deadlines associated with his/her work?
3. Have the intern's general demeanor and attire been appropriate for a person in his/her position? If not, what changes would you recommend?
4. Based on your observations of the intern, how would you describe his/her potential for success in a career in this field?

**I have read these guidelines and am able to fulfill these expectations.**

Faculty Sponsor Signature

Faculty Sponsor name (please print)	e-mail address	Phone
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Field Supervisor Signature

Field Supervisor (please print)	e-mail address	Phone
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Student Signature

Student (please print)	e-mail address	Phone
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