

MINIMUM REQUIREMENTS:

1. 18 Hours Graduate Work Completed
2. Pre-requisite Courses Completed
3. Cum. GPA of 3.0/ES Core Requirements

**COLLEGE OF FINE AND APPLIED ARTS
GRADUATE INTERNSHIP CONTRACT**

DEPARTMENT/AREA: HLES /Exercise Science DATE: _____

Student's name: _____ Cumulative GPA: _____

Location of internship: _____ From: _____ to _____ (dates)

Hrs. work per week: _____ Sem. hrs. credit: _____ Compensation: _____ Housing? Yes No

<i>Faculty Contact</i>	<i>Agency Contact</i>
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
email: _____	email: _____

GUIDELINES:

1. Internships will be 3 s. h. (minimum) to 6 s. h. (maximum). The faculty supervisor will enter the S/U grade upon completion of all internship requirements
2. Internship credit will not be granted retroactively; students must have internships approved in advance.
3. The maximum credit for an internship during one summer session will be 6 s. h.
4. All 6 s. h. internships must span an entire term; in the case of summer, this includes the entire Summer Semester.
5. All interns must have a faculty supervisor and a separate field/agency supervisor.
6. Each intern will have contact with the faculty supervisor on a bi-weekly basis (minimum) during the internship.
7. The faculty supervisor will visit each field placement to meet with the intern and the site supervisor at least once each semester, unless there are extenuating circumstances.
8. Academic credit will be based on a minimum of 50 field placement hours per semester hour credit
9. Internship written requirements set by the department (papers, journal, essays, etc.) must be completed 30 days (maximum) following the completion of the field work.
10. The provisions of this contract will be used for all College of Fine and Applied Arts graduate internships; each department shall determine individual written requirements and expectations.

Please complete the reverse side of this form.

All signatures are required prior to the submission of this form to the Dean's Office for approval.

RESPONSIBILITIES OF THE UNIVERSITY:

1. Provide the student with a pre-internship orientation.
2. Participate in developing the learning objectives and the methods of evaluation for the internship.
3. Provide a supervised internship experience through a site visit, email, telephone contact and written communication with a faculty supervisor on a bi-weekly basis.
4. Provide the participating agency with appropriate instruments for evaluating the student.
5. Assist the student in developing topics for appropriate research projects, readings, and written papers relating to the agency and the internship experience.

RESPONSIBILITIES OF THE PARTICIPATING AGENCY:

1. Assign a supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours, and agency expectations.
3. Schedule regular meetings with the student, and provide an appropriate evaluation of the student's performance.
4. Provide a safe, secure workplace at which the student can meet his/her educational objectives.

RESPONSIBILITIES OF THE STUDENT:

1. Complete all of the departmental prerequisites of the internship program.
2. Provide the agency with a resume and any other necessary documents.
3. Meet with the faculty supervisor and the agency to develop appropriate learning objectives.
4. Abide by the personnel policies of the agency; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
5. Perform all of the duties and responsibilities of the position in a professional manner.
6. Maintain confidentiality with regard to sensitive information gained in the work environment.
7. Participate openly and honestly in the evaluation process.
8. Complete all of the written assignments, and submit them to the faculty supervisor within the time-specified guidelines; all work shall be submitted no later than 30 days following the completion of the internship.
9. Maintain contact on a bi-weekly basis with the faculty supervisor, and assist in arranging the site visit.

This agreement is subject to the specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). The agreement may be terminated by any party with two weeks notice. The University or the Agency has the right to terminate a student's experience if either party feels the student is not performing satisfactorily.

SIGNATURES:

Student: _____ **Date:** _____

Faculty Supervisor: _____ **Date:** _____

Program Director: _____ **Date:** _____

Agency Representative: _____ **Date:** _____

Note to the student and the faculty supervisor:

This contract must be accompanied by the following:

1. Resume
2. Educational objectives of the internship (minimum of four goals)
3. How the objectives will be accomplished (duties, papers, reports, journals, etc. described in the Recreation Management Internship Manual)
4. Methods of evaluation and names of evaluators

A completed *Special Course Form* shall be submitted to the Dean's Office with these documents including dates of internship

Copies of this completed form should be given to the participating agency, the student, and the faculty supervisor.