

## Undergraduate Internship Learning Agreement

This internship agreement is intended to establish specific guidelines and identify the goals of this professional learning opportunity. The internship requires a commitment by the employer to provide practical training for the intern at the workplace. The U.S. Department of Labor lays out clear standards and guidelines for internships:

1. The internship, even though it includes actual operation of the facilities of the employer, is **similar to training which would be given in an educational environment**;
2. The internship experience is for the **benefit of the intern**;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The **employer that provides the training derives no immediate advantage from the activities of the intern**; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

This internship agreement must be approved before the internship begins in order for the intern to receive credit. Please make sure that all information is legible.

Student's Name: \_\_\_\_\_ WU Student ID: \_\_\_\_\_

Student's E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Site/Department: \_\_\_\_\_

Employer/Supervisor's Name and Title: \_\_\_\_\_

Title of Internship Position: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Beginning Date of Internship \_\_\_\_\_ Ending Date: \_\_\_\_\_

Hours per week: \_\_\_\_\_ (1 credit hour requires a minimum of 50 contact hours; maximum 1 credit. No additional credit is awarded for 51 hours or more.)

### 1. Internship Description (Employer/Supervisor):

Describe the tasks/projects the intern will be responsible for during the internship (or attach a list of duties).

---

---

---

---

### 2. Educational Objectives (Student):

What do you want to gain from this internship? Will you explore career possibilities, develop skills, etc.?

---

---

---

---

**Student Evaluation:**

How will you demonstrate that you accomplished these goals or objectives? (Check one). **The student's evaluation of this internship is due in the Registrar's Office no later than 30 days after the completion of the internship.**

- Keep a daily journal, or
- Write a reflective essay (6 pages) evaluating the internship, or
- Submit a portfolio of materials created during the internship.

Topics to include in your daily journal or reflective essay should include:

- What did you enjoy and what did you dislike? What makes a good or bad day different?
- What is the organizational structure? Organizational culture?
- What are the requirements for the work you performed? How does this relate to your academic background and goals or objectives?
- What additional course work and/or experience would be helpful in order to improve your success in this or future positions?
- Think about your expectations, perceptions, and attitudes (now and at the beginning of the internship) and summarize how your understanding of yourself has changed. Have you made significant discoveries about your technical and professional skills? people skills? your values and interests?
- Would you recommend this internship site to other students? Why or why not? What advice would you give to a new intern coming into this internship in the future?

**Employer/Supervisor Evaluation:**

The employer/supervisor agrees to:

- Oversee the duties of the intern and be available for counsel or advice.
- Meet with the intern at least one time each week to discuss the progress of the internship.
- Contact the College & Graduate School of Art if there are concerns/problems that cannot be negotiated with the intern.
- Supply a final evaluation of the intern that includes total hours worked and a performance evaluation rating.

**The employer/supervisor's evaluation of this intern is due in the Registrar's Office no later than 30 days after the completion of the internship.**

Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Employer/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Associate/Assistant Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**No more than three internship credits can apply toward B.F.A. degree requirements. Grading is on a pass/fail basis. Tuition is charged at the per credit hour rate, including summer. It is the student's responsibility to make sure that all paperwork and supporting documents are received by the Assistant Dean/Registrar (Bixby Hall, Room 1) by the deadline or credit will not be awarded.**

This contract must be approved before the internship begins and should be returned to:

Registrar's Office  
Washington University in St. Louis  
College & Graduate School of Art  
Campus Box 1031  
One Brookings Drive  
St. Louis, MO 63130-4899  
crisbaldwin@wustl.edu  
314-935-6462 (fax)  
314-935-4761 (telephone)