

# Internship Contract



**Instructions (see A&S Internship for Credit Handbook):**

1. Arrange course work with the Internship Director, determine the appropriate course number.
2. Present this contract with the Registrar form INDEPENDENT STUDY, DIRECTED STUDY, or INTERNSHIP REQUEST and the College form Internship Risk Acknowledgement and Release to the Internship Director for registration processing.
3. The date these *completed* forms are received by the Registrar’s office is the effective date of registration.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Department/Program: \_\_\_\_\_ Year/Quarter: \_\_\_\_\_

**REGISTRATION INFORMATION**

Course number (e.g. XXXX 495):		Number of credits (check one):	
Grading Option (check one):	<input type="checkbox"/> Credit/Fail	<input type="checkbox"/> Letter Grade	<input type="checkbox"/> 5 credits = 15 hours/week (150 hours total) <input type="checkbox"/> 4 credits = 12 hours/week (120 hours total) <input type="checkbox"/> 3 credits = 9 hours/week (90 hours total) <input type="checkbox"/> 2 credits = 6 hours/week (60 hours total) <input type="checkbox"/> 1 credit = 3 hours/week (30 hours total) <input type="checkbox"/> __ credit(s) = __ hours/week (__ hours total)
Start Date (may not start prior to quarter of registration):			
End Date (may end after quarter of registration):			
Internship Position Title:			
Agency:			

**DESCRIPTION OF DUTIES TO BE PERFORMED  WORK PLAN ATTACHED (IF REQUIRED)**

**ACADEMIC REQUIREMENTS (INITIATED BY FACULTY SUPERVISOR; CHECK ALL THAT APPLY)**

Type:	<input type="checkbox"/> Readings	<input type="checkbox"/> Journal	<input type="checkbox"/> Paper	<input type="checkbox"/> Project	<input type="checkbox"/> CANVAS	<input type="checkbox"/> Other
Due Date:						

*Description:*

1. Book Review: Professional Development, 750 – 1000 words, Rubric posted on Canvas
2. Book Review: Site Specific Application, 750 – 1000 words, Rubric posted on Canvas
3. Article Review(s): Site Specific, 600 – 750 words Rubric posted on Canvas
4. Final Project / Presentation: Consultation with Site Supervisor and Internship Coordinator to confirm a topic/project that is a culmination work performed at internship site. Presentation Rubric is posted on Canvas.
5. Weekly journal and work log: outline of hours worked, task description(s), new experiences, application of Skills, Knowledge, and Abilities (SKA) , deficiencies in SKA, feelings and experiences, observations, and weekly plan
6. Internship Reflection Paper: comprehensive reflection paper (750 – 1000 words) that includes background on the structure and functions your internship site, a description of experiences and activities, and your perception and judgments about the Internship. Guidelines are posted on Canvas

**PROFESSIONAL REQUIREMENTS (INITIATED FACULTY OR SITE SUPERVISOR; CHECK ALL THAT APPLY)**

Type:	<input type="checkbox"/> Time Sheet/ Work Log/ Plan	<input type="checkbox"/> Site Orientation by Supervisor	<input type="checkbox"/> Supervisor Evaluation of Student	<input type="checkbox"/> Student Self- and Site- Assessment	<input type="checkbox"/> Support from Career Services	<input type="checkbox"/> Other
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Due Date: \_\_\_\_\_

Description: **1. Skill Verification: Site Specific, consultation with Site Supervisor to identify one to three new skills acquired and/or utilized at internship site**  
**2. Internship Bio: Site specific, 50 - 75 words plus an image, summarizing what your internship has meant in terms of professional or personal development.**  
**3. Resume Assignment: Site specific, one page listing of responsibilities held in internship**

**STUDENT TO FACULTY CONTACT REQUIREMENTS (CHECK ALL THAT APPLY)**

Type:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> CANVAS	<input type="checkbox"/> In Person	<input type="checkbox"/> Other
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Frequency: \_\_\_\_\_

Comments: \_\_\_\_\_

**STUDENT TO SUPERVISOR CONTACT REQUIREMENTS (CHECK ALL THAT APPLY)**

Type:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> In Person	<input type="checkbox"/> Other	<input type="checkbox"/> _____
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Frequency: \_\_\_\_\_

Comments: \_\_\_\_\_

**SUPERVISOR AND FACULTY CONTACT AGREEMENTS (CHECK ALL THAT APPLY)**

Type:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Office Visit	<input type="checkbox"/> Site Visit	<input type="checkbox"/> Other
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Frequency: \_\_\_\_\_

Comments: \_\_\_\_\_

**SIGNATURES AND CONTACT INFORMATION**

The student's signature below certifies that the student agrees to meet the obligations outlined in the contract and that the student will conduct themselves in a manner befitting the mission and values of Seattle University.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Email: \_\_\_\_\_@seattleu.edu Phone: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Email: **berningd@seattleu.edu** Phone: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

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