



Maxine Goodman Levin College of Urban Affairs

UST 490 Undergraduate Internship Learning Contract and Educational Plan

Contact Information (To be completed by the student).

Student Name: _____ CSU ID _____

Major/concentration: _____

Telephone: _____ CSU Email: _____

Semester and Year of Internship _____ Credit Hours _____

Agency Name: _____

Agency Address: _____

Agency Phone: _____ Agency Fax: _____

Agency website: _____

Internship Supervisor: _____

Supervisor Title: _____

Supervisor Telephone: _____ Supervisor Email: _____

Description of Internship

Agency Purpose and Description: Describe the agency and its services.

Position Description: Describe your duties and responsibilities as an intern or attach a job description.

Internship Skills: What specific skills or knowledge are required to complete this internship?

Projects & Activities: Will the internship focus on a specific project or activity for the agency? This may also be stated in the internship position description.

Specific expectations: Will the internship produce tangible products such as memos, maps, charts, websites, reports, plans, or presentations will the intern produce? Please describe.

Internship Schedule

The internship begins on _____ (start date)

The internship ends on _____ (end date)

Proposed work schedule:

Day:

Time:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Total hours per week _____

Learning Plan: (To be completed by the student)

Description of internship goals and learning objectives. (Which activities of the organization would you like to learn about and/or what specific knowledge would you like to gain?)

How will the work experience allow you to meet your goals and learning objectives?

What types of skills would you like to develop or improve during the internship?

Internship Duties: (To be completed by the supervisor)

How will the assigned project(s) help achieve the intern's learning objectives?

How will day-to-day supervision be provided?

Please indicate the desired skills needed to complete the project:

Expectations

The student intern understands and agrees that s/he must:

- Secure an internship opportunity that fits his/her academic and career goals.
- Arrange transportation to and from the internship.
- Be punctual and conscientious in his/her attendance for the duration of the internship. The student will notify the supervisor in advance if he/she is unable to participate.
- Prepare a professional portfolio by completing assignments in the online course associated with UST 490 enrollment.
- Consider as confidential all information concerning other people, clients, employees, and agencies/organizations.
- Display a high degree of professionalism in all aspects of the work experience.
- Notify the Internship Director at the Levin College of Urban Affairs of any problems, emergencies, safety hazards, concerns, or suggestions regarding his/her activities.
- Complete and return Student Evaluation of Internship prior to the end of the semester in which the internship occurs.
- Receive a satisfactory Agency Evaluation of Intern from the host site supervisor.

The Agency and Internship Supervisor understand and agree that they are expected to:

- Orient the student to the overall operation of the agency and its role in addressing social issues and needs.
- Designate a qualified person to supervise the student’s time, activities, and evaluation.
- Introduce the student to appropriate staff and orient him/her to assigned tasks and roles.
- Provide adequate initial direction to the student so that s/he feels comfortable with the assignment and can proceed with appropriate independence.
- Assist the faculty advisor in assessing internship performance by completing a final evaluation form supplied by the College of Urban Affairs
- Contact the College of Urban Affairs should a problem arise with the student’s performance.
- ***Immediately notify the College of Urban Affairs if the intern is terminated for any reason.***

Authorizing Signatures

I have reviewed the internship Learning Contract and understand that academic credit is granted for knowledge acquired through work-related learning, as evidenced by successful and timely completion of the forms and assignments outlined in the Learning Agreement and UST 490 course syllabus.

Student Signature _____ **Date** _____

I have reviewed the above Internship Learning Contract and agree that it describes the planned internship experience.

Supervisor Signature _____ **Date** _____

I have developed the above Learning Agreement in consultation with the student. I agree to work with the student to facilitate the success of the internship.

Director, Center for Public & Nonprofit Management _____ **Date** _____

Please Return To:
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 Director, Center for Public & Nonprofit Management
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