



Internship Agreement

Internships are designed to provide students with a professional experience in their field of study that is aligned with their major and/or career goals.

Weber State University's definition and criteria for internships are based on the National Association of Colleges and Employers (NACE) definition and criteria.

<https://www.naceweb.org/internships>

Weber State University Definition:

An internship is defined as experiential education where students combine classroom learning with practical skills and application, within a professional workplace setting. Students may earn academic credit for their declared major when the learning that takes place during an internship is related to their major and/or career interests.

Outcomes:

- **Skill Development:** The internship requires students to use skills relevant to their field.
- **Workplace Skills Competencies:** The internship will provide opportunities to develop one or more of the following NACE Career Competencies:
 - Career and Self-development
 - Critical Thinking
 - Communications
 - Leadership
 - Professionalism
 - Teamwork
 - Technology
- **Career Exploration:** The internship must be relevant to the student's field of study.

Criteria:

- **Set timeline:** Internships tend to be project-based and may not have clearly designated start and end dates. If necessary, faculty should work with students to align the internship and course timing.
- **Location:** Internships may be located on-site with the employer, embedded within the company. Internships may also be done remotely, working with an employer virtually. Internships may also be on-campus with an on-campus employer
- **Assessment:** The internship must have learning outcomes related to the student's professional growth as well as academic coursework approved either by the faculty member overseeing the internship course or the supervisor of the internship.
- **Credit:** Students may or may not receive course credit for their internship. Requirements for receiving credit may vary from major to major.
- **Compensation:** Students may be paid or unpaid. If unpaid, employers need to follow established guidelines set forth by the [FLSA](#)

Intern Responsibilities:

- Be fully engaged by collaborating with your supervisor/mentor in creating learning outcomes and complete all tasks agreed upon, as outlined in this Internship Agreement.
- Maintain professionalism including honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, a willingness to learn, and good time management. Take personal and professional responsibility for your actions and activities. You are representing yourself as well as Weber State University.
- Ask your supervisor/mentor questions if expectations are unclear. Taking time to ask questions shows you care about doing a good job.
- Take the work of your internship seriously. You will gain valuable experience and skills while working with professionals in your field.
- Be reflective and develop self-awareness about attitudes, values, behaviors, etc. that influence your progress and what you learn. This includes relating and applying the knowledge you have gained in your courses to your internship.



Supervisor/Mentor Responsibilities:

- Support the intern in developing learning objectives/goals related to their professional growth and academic coursework including providing a variety of work experiences for the student that will contribute to their education and the achievement of their career goals.
- Provide routine feedback by maintaining an open channel of communication which could be through formal and informal meetings.
- Define what success looks like so that the intern can be successful. Provide the intern with sufficient resources to complete all tasks necessary to accomplish the internship goals.
- Evaluate the student's internship performance and explain how the student's work impacts the overall efforts of the department or organization.
- Provide a safe work environment and adhere to all applicable laws and regulations.
- Encourage professionalism by assisting the intern in developing transferable skills.
- Approve the intern's hours and overview of the work performed immediately.

Student Information

Name:

Email:

Major:

Career goals:

Internship job title:

Internship for credit (provide the course and course number):

Supervisor/Mentor Information

Name:

Email:

Company/Department:

Job Title:

Information to be completed together by the supervisor and student

Provide the intern's main duties. (The intern's duties need to be specifically related to the student's academic major, the degree the student expects to receive, and/or the student's professional aspirations.)



Provide three learning outcomes.

Learning Outcome #1:

Action Steps: (What, when, where, and how will you accomplish this learning outcome)?

Measurement: (How will you objectively measure your success?)

Relevance: (Explain why this learning outcome is important to you.)

Learning Outcome #2:

Action Steps: (What, when, where, and how will you accomplish this learning outcome)?

Measurement: (How will you objectively measure your success?)

Relevance: (Explain why this learning outcome is important to you.)

Learning Outcome #3:

Action Steps: (What, when, where, and how will you accomplish this learning outcome)?



Measurement: (How will you objectively measure your success?)
Relevance: (Explain why this learning outcome is important to you.)

Signatures

By signing below, I acknowledge that I read the Internship Agreement in its entirety and will fulfill it to the best of my ability. We discussed the Learning Outcomes for the internship. They are appropriate for the experience and I will support the completion of these outcomes during the internship.

Student Name

Student Signature

Date

Supervisor Name

Supervisor Signature

Date