COLLEGE OF ARTS AND SCIENCES

Internship Contract

COLLEGE OF ARTS AND SCIENCES

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 signed by the student and the Internship Director is the effective date of registration.

Student Name: _____ Student ID#: _____

Department/Program: CSSP/MSAL Year/Quarter: _____

REGISTRATION INFORMATION			
Course number (e.g. XXXX 495):	SADL 595		*Number of credits (check one):*
Grading Option (check one):	☐ Credit/Fail	☑ Letter Grade	☐ ~~5 credits = 15 hours/week (150 hours total)~~
Start Date (may not start prior to quarter of registration):			☐ ~~4 credits = 12 hours/week (120 hours total)~~
End Date (may end after quarter of registration):			☐ ~~3 credits = 9 hours/week (90 hours total)~~
			☐ ~~2 credits = 6 hours/week (60 hours total)~~
			☐ ~~1 credit = 3 hours/week (30 hours total)~~
			☐ __ credit(s) = __ hours/week (__ hours total)
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:	☐ Readings	☐ Journal	☐ Paper	☐ Project	☐ ANGEL	☐ Other
Due Date:						

Description:

The intern is required to submit to the faculty internship advisor a 1600-2500 word paper summarizing what was accomplished and addressing how at least six of the learning outcomes were met. In addition, the intern should make suggestions on how the organization could improve the internship for the next intern. Please use the Internship grading rubric for more detailed instructions on how to write the paper. The intern must also submit a 3-ring binder (or digital file) that is a collection of documents that may be useful to the intern in his/her future career.

PROFESSIONAL REQUIREMENTS *(INITIATED FACULTY OR SITE SUPERVISOR; CHECK ALL THAT APPLY)*						
Type:	☐ Time Sheet/ Work Log/ Plan	☐ Site Orientation by Supervisor	☑ Supervisor Evaluation of Student	☐ Student Self- and Site-Assessment	☐ Support from Career Services	☐ Other
Due Date:						
Description:						

STUDENT TO FACULTY CONTACT REQUIREMENTS *(CHECK ALL THAT APPLY)*					
Type:	☐ Telephone	☐ Email	☐ ANGEL	☐ In Person	☐ Other
Frequency:					
Comments:					

STUDENT TO SUPERVISOR CONTACT REQUIREMENTS *(CHECK ALL THAT APPLY)*					
Type:	☐ Telephone	☐ Email	☐ In Person	☐ Other	☐ _____
Frequency:					
Comments:					

SUPERVISOR AND FACULTY CONTACT AGREEMENTS *(CHECK ALL THAT APPLY)*					
Type:	☐ Telephone	☐ Email	☐ Office Visit	☐ Site Visit	☐ Other
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: _____ *Date:* _____

Print: _____ *Email:* _____ *@seattleu.edu* *Phone:* _____

Faculty: _____ *Date:* _____

Print: Maylon Hanold *Email:* hanoldm *@seattleu.edu* *Phone:* x 4663

Supervisor: _____ *Date:* _____

Print: _____ *Email:* _____ *Phone:* _____

Title: _____

Mailing Address: _____