



Internship Learning Contract

The Evergreen State College
Olympia, Washington 98505

Academic Quarter & Year: Fall 2006

Student ID Number A0	Last Name Student Last	First Student First	Initial	Telephone Home Phone
Student email student@evergreen.edu		Faculty email faculty@evergreen.edu		Field Supervisor email supervisor@organization.org
Faculty Sponsor You must have a faculty sponsor		Faculty Telephone Include Area Code	Internship Organization Use full name of the organization	
Contract/Program No. Ask your sponsor	Contract or Program Title Self-titled 35 characters max. If in-program give program title.		Title of Internship Position Job title at internship site	
Field Supervisors/Subcontractors: Names and Titles The person in the organization who will provide the main supervision and training and write an evaluation. Full name and position title.		Field Supervisor/Subcontractor Address and Phone Provide complete address (including zip code) and phone number. We will mail materials, including a copy of the approved contract to this address.		Beginning Date: start of quarter Expected Completion: end of quarter Prior Internship Credit Earned: Class Standing: Junior

Related Academic Preparation and Work Experience:

List your background experience related to this contract. List previous academic programs or coursework specifically related to this internship as well as any relevant work or volunteer experience.

Learning Objectives for Contract:

This is the most important piece of the contract. Be as specific as possible regarding what you plan to learn (not do/activities) both through the work experiences and any academic component. Remember these are not internship activities - they are your learning goals. For example: I will learn...; I will gain an understanding of...etc. If you are continuing an internship, you must show progression in learning objectives and activities.

Internship Activities:	Internship Credit Hours: 8	Internship Hours Per Week: 20	Rate of Pay Per Month:
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List the specific internship activities that will fulfill your learning objectives. These activities should be worked out with your field supervisor, and stated here as clearly as possible. Use complete sentences and active voice. For example: I will perform...; I will observe...; I will produce...; I will participate....

- TIPS:**
- Don't use passive voice, such as "Observations will be done" or incomplete sentences, such as "I will be observing."
 - 10 point font is preferred. Minimum size is 9 point in Times New Roman
 - *Italicize* book titles
 - This document is to be kept in your portfolio and is a record of your internship achievement; don't settle for less than your best effort in preparing it!
 - The best internship advice: Get a head start and have Academic Advising review your draft **EARLY**, at least a quarter prior to your internship

Academic Activities:	Academic Credit Hours: 8	Total Quarter Credit Hours: 16
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Not all internships have an academic component. If yours does, briefly list specific academic activities that are worked out with your faculty sponsor (books, papers, journals, etc.) These activities are negotiated with and evaluated by your faculty sponsor.

The total quarter credit hours equal the internship credit hours plus the academic credit hours. For example you are working 20 hours a week at an internship (8 internship credits) and writing 10 book reviews (8 academic credits) your total credit hours would be 16.

Responsibilities of Sponsor, Field Supervisor and Other Subcontractors:

State specifically how often you will be meeting with your supervisor and your faculty sponsor, and if your sponsor will visit the internship site. The Academic Deans recommend that faculty sponsors make at least one site visit during the quarter. Also, specify any training or guidance that will be provided and how you will receive feedback about your work during the quarter.

Procedures for Evaluation of Completed Contract:

State how your success at meeting the contract's learning objectives will be evaluated, including a list of finished work you intend to produce, conferences, job evaluations, etc. Be sure to state when the field supervisor will submit a written evaluation to your faculty sponsor (usually during week 10 of the quarter). Also state that your self-evaluation will be submitted at the evaluation conference.

Don't forget to get initials below and signatures on page 2

Initials: _____ Student _____ Field Supervisor _____ Sponsor _____ Academic Advisor _____ Dean



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Acknowledgment of Risk and Consent for Treatment by Student

I acknowledge there are certain risks inherent in conducting an internship, including but not limited to physical injury and death. I acknowledge that all risks cannot be prevented and I assume those beyond the control of TESC's faculty and staff. I represent that I am physically able, with or without accommodation, to participate in an internship, and that I am able to use the equipment and/or supplies described in the internship activities above, and that I have obtained the required immunizations.

Should I require emergency medical treatment as a result of accident or illness arising during my internship, I consent to such treatment. I acknowledge that TESC does not provide health and accident insurance for students conducting internships and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I acknowledge that I have been given the option to purchase student insurance through the College. I will notify my faculty sponsor and field supervisor in writing if I have medical conditions about which emergency medical personnel should be notified.

By initialing here _____ and signing below I, the student intern, agree to the above terms.

Compliance with anti-discrimination and workplace safety statutes by Field Supervisor

In consideration of the opportunity to have TESC students participate in an internship with our organization, and on behalf of the agency/organization listed above, I agree to:

1. Explicitly state risks related to a particular activity so that students can knowledgeably agree to participate.
2. Not expose students to any unusual hazards or conditions.
3. Meet all state and federal safety and health requirements.
4. Indemnify and hold TESC harmless for the acts of the host organization and of the student while engaging in the organization's activities.

In placing students in internships, Evergreen expects that host organizations will comply with state and federal laws relating to discrimination in the workplace. TESC is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age disability and veteran status. This commitment includes equal opportunity and non-discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

By initialing here _____ and signing below I, the field supervisor, agree to the above terms.

Does this contract require the use of special resources, facilities and equipment?

Yes No If yes, clearance initials needed _____

Does this contract carry special legal implications including compliance with the policy on "Human Subjects Review"?

If yes, attach clearances. (Terms of this contract are on file in Academic Advising.)

Yes No If yes, clearance initials needed _____

Does this contract involve foreign travel?

Yes No If yes, attach liability waiver.

This agreement may be terminated by the intern or the employer organization upon receipt of two weeks written notice by either party.

Student Signature

Date

Sponsor Signature

Date

Field Supervisor/Subcontractor

Date

Academic Advisor

Date

Dean of Group Signature

Date