

INTERNSHIP AGREEMENT

School of Education  
Colorado State University

CRN # \_\_\_\_\_  
Override Provided \_\_\_\_\_

(Please type or print)

I. INTERN'S NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
CSU ID # \_\_\_\_\_ MAJOR \_\_\_\_\_

II. INTERNSHIP SITE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
ON-SITE SUPERVISOR \_\_\_\_\_

NAME TITLE WORK PHONE

III. INTERNSHIP POSITION (Job Title) \_\_\_\_\_

ENROLLING IN: (Check One)	<input type="checkbox"/> EDAE 687	Section _____	<input type="checkbox"/> EDCL 687	Section _____	<input type="checkbox"/> EDCO 687	Section _____
	<input type="checkbox"/> EDUC 687A	Section _____	<input type="checkbox"/> EDUC 687B	Section _____	<input type="checkbox"/> EDUC 787	Section _____
	<input type="checkbox"/> EDUC 687E	Section _____	<input type="checkbox"/> EDUC 687D	Section _____	<input type="checkbox"/> EDCT 387	Section _____
					Term _____	Year _____

Credits: Please Check one: Paid Experience _____ Unpaid Experience _____	Worker's compensation for student interns – Effective January 21, 1997 there will be no workers' compensation coverage for on-campus students involved in non-remunerated internship, cooperative education and practicum programs. Coverage will continue for students assigned to non CSU agencies. I _____ have read and understand this policy.
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V. AGREEMENT

Internship Site: The industry, agency, institution, or district shall provide opportunity for learning under supervision in accordance with the anticipated internship activities described in this agreement and which is developed and agreed to by all parties. The on-site supervisor assures that interns will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, or disability.

Intern: The intern shall perform the work assignment on the job as a professional, devoting time to the duties, according to the policies and regulations of the internship site. The intern will assume the duties assigned as detailed in the job description which is part of this agreement. The intern shall help develop the job description.

CSU Coordinator: The CSU supervisor shall coordinate the learning experience of the intern with the opportunities provided by the internship site. The CSU supervisor, in cooperation with the intern and the internship site, will develop the final report assignment. It shall also maintain on-going evaluation through observation, reports, and consultation with the intern and supervisor(s) to continually be alert to changes or needs that will make the internship program and learning process as effective as possible. The University will also award credit to the intern who registers for and successfully completes the requirements of the internship.

Payments: Any compensation constitutes a separate agreement between the intern and the sponsor. It is further understood and agreed that many details which are inherent to a program of internship cannot be entirely foreseen. Each part, in cooperation with the other parties, will thus devote their best efforts to the program, providing time for a successful internship.

VI. SIGNATURES

For the Intern	NAME (Signature) _____	DATE _____
	NAME (Type or Print) _____	
For On-Site Supervisor:	NAME (Signature) _____	DATE _____
	NAME (Type or Print) _____	
For CSU Coordinator:	NAME (Signature) _____	DATE _____
	NAME (Type or Print) _____	
For the Adviser:	NAME (Signature) _____	DATE _____
(If applicable)	NAME (Type or Print) _____	

Complete this section <u>only</u> if internship is being used for 2 for 1 <u>Occupational Experience</u> credit for vocational credentialing.	
University Coordinator: NAME (Signature) _____	DATE _____
NAME (Type or Print) _____	

OUTLINE OF EXPECTED INTERNSHIP OUTCOMES  
SCHOOL OF EDUCATION  
COLORADO STATE UNIVERSITY

(Please print or type. Attach additional sheet(s) if necessary)

I. OBJECTIVES: What are the goals/objectives of your internship experience?

II. JOB DESCRIPTION: A brief description of the duties and responsibilities you expect the internship to entail.

III. PROFESSIONAL DEVELOPMENT: How will the internship experience help you in your professional development?

IV. PROGRAM DEVELOPMENT: How will the internship experience be used to improve your local organization?

Distribution: Four signed copies of this form will be distributed by the internship coordinator as follows: (1) to the intern's sponsor (2) to the intern (3) to be retained by the internship coordinator, and (4) if applicable, to the intern's adviser. The original will be retained in the Graduate Programs Office for filing.

Colorado State University is an equal opportunity/affirmative action institution and complies with all Federal and Colorado state laws, regulations and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located in 101 Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

## **STEPS FOR REGISTRATION FOR INTERNSHIP**

### **STEP 1**

One to two semesters prior to the semester you intend to do your internship, you will want to schedule an appointment with your CSU internship coordinator.

<b>SPECIALIZATION</b>	<b>COURSE #</b>	<b>CSU SUPERVISOR</b>	<b>PHONE</b>
Adult Education	AD 687AV	Dr. Don Quick	491-4683
Counseling	ED 687CV	Dr. Sharon Anderson	491-6861
Principal	ED 687DV	Dr. Donna Cooner	491-1157
OPC	VE 687V	Dr. Jerry Gilley	491-2918

During this meeting, you will receive an initial internship agreement form, discuss procedures for filling out this form, and discuss options for internship sites with your CSU internship coordinator. You will also want to discuss the number of clock hours required for our internship as these requirements vary by specialization. You may already have some ideas and options to discuss with your supervisor and that's great. The two of you may agree upon one or more sites that you would like to investigate further for a possible internship. Depending on the site, your CSU internship coordinator may want to make the initial contacts with the on-site supervisor(s) you hope to intern with.

### **STEP 2**

Once you and your coordinator have agreed upon options and initial contacts have been made, you will want to contact the on-site supervisor(s) for an appointment so that you may interview them and they may interview you. If the internship experience would be mutually agreeable to both you and the on-site supervisor, you will both need to sign the initial internship agreement form and return it to your CSU internship coordinator for his/her signature.

### **STEP 3**

You will then take this completed initial internship agreement form to the Education Main Office, 209 Education Building to obtain the hidden registration number so that you may register over the online Remweb system. Please make sure you use the correct prefixes and suffixes listed above when registering for your internship. Counseling students, please note that the course bulletin will include the time and place for the weekly on-campus supervision seminar which is part of the counseling internship requirements.

## **COORDINATOR OF THE INTERN BY THE UNIVERSITY**

A supervision schedule will be developed between the intern, on-site supervisor and the CSU internship coordinator.

The purpose of the supervision schedule is to schedule regular visitations by the on-site supervisor and the CSU internship coordinator. It will also include conferences, reports, and any special seminars that might be part of the program requirements.

### **RESPONSIBILITIES**

Expectations of CSU internship coordinator

1. An intern placed within 75 miles of the University will be visited by a university coordinator at least once during the internship.
2. Interns placed outside the 75 mile criterion, will be contacted by telephone at least twice during the internship by the university coordinator. The on-site supervisor will be communicated with by telephone at least once.

Expectations of on-site supervisor

1. The on site supervisor will provide the intern with at least one hour of direct supervision weekly.
2. Complete evaluation forms and provide direction as needed. Contact CSU coordinator if there are any questions/concerns.
3. The on-site supervisor may be eligible to earn Colorado Department of Education credit for the local supervision. They must contact the Teacher Licensure Office at Colorado State University (491-5292) and request the "Verification of Supervision of Student Teacher or Intern" forms.

### INTERNSHIP EVALUATION CRITERIA

Internships are intended to provide opportunities to:

1. work in a professional setting where concepts in the specialization can be applied;
2. plan with and receive feedback from professionals in the field;
3. synthesize knowledge and practice.

To fulfill the first objective, candidates are expected to work for the minimum contact hours (per credit) in a professional setting as specified by their professional specialization. In some specializations, internships will exceed 45 hours. Specific intern credit hours will be established based on the needs of the intern and the placement site. At the conclusion of the experience, interns will be expected to document their contact hours and activities.

To accomplish the second objective, candidates will establish periodic meetings with the on-site supervisor for planning and feedback purposes. A final evaluation of the intern's performance will be completed using the evaluation forms provided by the university coordinator. The intern is responsible to see that these forms are completed and submitted to the coordinator.

To accomplish the third objective, a number of activities may be required, depending on the specific internship and/or the needs of the candidate.

- |                             |                   |
|-----------------------------|-------------------|
| 1. journal                  | 5. bibliography   |
| 2. log                      | 6. project report |
| 3. portfolio                | 7. case study     |
| 4. annotated materials list | 8. etc.           |

The intern and the university coordinator will determine these requirements at the beginning of the internship. The candidate is expected to submit the specified assignments at the conclusion of the internship.

Internships will be graded on a satisfactory-unsatisfactory (S/U) basis. To receive a satisfactory grade, the intern must meet all expectations.

#### INTERNSHIP ON-SITE SUPERVISOR

Section One: Please evaluate the intern in the following areas:

<b>Human Relations</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Communicates well with others			_____
Collaborates with others (teamwork)			_____
Accepts Criticism			_____
<b>Leadership</b>			
Initiates activities			_____
Initiates assumption of responsibility			_____
Manages time effectively			_____
Manages workload processes effectively			_____
<b>Performance</b>			
Completed goals specified in contract			_____
Demonstrated dependability			_____
Exhibited willingness to learn new skills			_____

Section Two: Please evaluate the intern's strengths and suggested areas for professional growth

GRADE: S \_\_\_\_\_ U \_\_\_\_\_

Section Three: Please evaluate your satisfaction with being an internship site for the School of Education. We appreciate feedback.

Suggestions:

**COLORADO STATE UNIVERSITY  
INTERN SELF EVALUATION**

Section One: Please evaluate yourself in the following areas. I believe I:

<b>Human Relations</b>	<b>Comments</b>
Communicated well with others	_____
Collaborated with others (teamwork)	_____
Accepted criticism	_____
<b>Leadership</b>	_____
Initiated activities	_____
Assumed responsibly	_____
Managed time effectively	_____
Administered work effectively	_____
<b>Performance</b>	_____
Completed goals specified in contract	_____
Demonstrated dependability	_____
Exhibited willingness to learn new skills	_____

Section Two: Please evaluate your strengths and suggested areas for professional growth.

Section Three: The purpose of this section is to obtain feedback regarding the internship site.

<b>Supervision</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
I was provided with adequate supervision	_____	_____	_____
The on-site supervisor was helpful	_____	_____	_____
<b>Skills</b>	_____	_____	_____
The tasks/skills I performed were related to my goals.	_____	_____	_____
I learned new skills.	_____	_____	_____

**Overall Comments**

	Yes	No	Comments
The time I spent at the intern site was appropriate to the intended learning experience.			<hr/>
I would recommend this site to others.			<hr/>
Suggestions:			

Section Four: CSU Coordinator - Please evaluate the assistance you received from your CSU Coordinator.

	Yes	No	Comments
The CSU Coordinator provided assistance in the development of objectives.			<hr/>
The CSU Coordinator contacted me at least once during the semester.			<hr/>
The CSU Coordinator was available and supportive when needed.			<hr/>

**INTERNSHIP SUMMARY EVALUATION**  
**(Completed by CSU Coordinator)**

1. Human Relations

2. Leadership

3. Performance

4. Future Needs