

Appendix A-2: MCC Internship/ Co-op Agreement

MASSACHUSETTS COMMUNITY COLLEGES

INTERNSHIP/ CO-OP AGREEMENT

PART A. TO BE COMPLETED BY THE STUDENT AT: (COLLEGE NAME) _____

General Information

Student's Name: _____

Last

First

Student ID#

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Student Phone: _____ **Student Email:** _____

Academic Major: _____ **& Concentration:** _____

Course Number: _____ **Course Name:** _____ **Credits:** _____ **Term:** _____ **Year:** _____

Student Responsibilities

- I will consult with my site supervisor, (coordinator), and (faculty) prior to completing this (*internship*) agreement.
- I will perform appropriate professional-level duties and accept performance feedback from the site supervisor throughout the (*internship*).
- I will respect and comply with all company rules and policies regarding, but not limited to, confidentiality, honesty, punctuality, professionalism, behavior and dress.
- I will comply with all College policies and procedures including, but not limited to, documenting work hours, completing all academic assignments, class attendance and/or meeting with my (*faculty*) at scheduled times.
- I will notify my *faculty*, *coordinator*, and site supervisor of any circumstances that may impair my performance or ability to complete my (*internship*).

Learning Outcomes

Academic learning outcomes for the student experience are intended to encompass all of the following:

- Develop technical skills and professional communications in a work setting.
- Understand industry and organizational structures, culture, and ethics.
- Apply and reflect on the connections to academic theory and practice.
- Strengthen critical thinking, research skills, and problem-solving skills.
- Develop awareness of self, others, and social responsibility in a work, career, and global context.
- Establish a network of professional contacts, mentors, references.

Learning Objectives

By the end of this (*internship*), I plan to achieve the following learning objectives specific to my placement:
Please consult with your (faculty) and Site Supervisor when developing your learning objectives.

1. _____

2. _____

3. _____

4. _____

5. _____

The information I have provided in this form is accurate and I agree to abide by the terms stated herein. I recognize that, as an intern from _____ Community College, I represent the College to the community. I therefore agree to conduct myself professionally at all times during my (internship) and to abide by all rules and procedures of the host site.

Student Name (printed): _____

Student Signature: _____ **Date:** _____



PART B. TO BE COMPLETED BY THE (FACULTY)/ COLLEGE: Student's Name: _____

General Information

(Faculty) Name: _____ Title: _____

Campus Address: _____

Phone: _____ Email: _____

Academic Criteria

Total Hours Required: _____ Credit is awarded based on a student working a minimum of 45 hours per credit hour, in accordance with national educational practices. Some programs may require more.

Method of Grading:

Grading policy, all academic assignments and class/ (faculty) meetings are further outlined in Syllabus.

- _____ % daily journal
- _____ % class/ (faculty) meetings
- _____ % final project: (research paper, portfolio, presentation)
- _____ % supervisor evaluations
- _____ % other: _____

Weekly Student Contact Schedule:

Established class: _____ During office hours: _____

College Responsibilities

- The College shall assign a (faculty) to a student participating in an (internship).
- (Faculty) shall consult in establishing learning objectives, working with the student and site supervisor to ensure a productive learning experience.
- (Faculty) shall establish a consistent meeting schedule with the student.
- (Faculty) shall establish a method of grading the student.
- (Faculty) shall consult with the site supervisor regarding the student's performance at least twice during the (internship).
- (Faculty) shall determine whether a student has satisfactorily completed an (internship) and award a grade based on the student's performance, accomplishment of the learning objectives and required experience.
- (Faculty) and/ or the (coordinator) shall assist the student or employer with addressing/resolving issues or disputes that may arise at the (internship) site.

I have reviewed this form and the learning objectives proposed. I agree to oversee the student's progress in fulfilling these learning objectives and shall assess his/her performance pursuant to the Grading Method referenced above at the completion of the (internship) experience.

(Faculty) Name (printed): _____

(Faculty) Signature: _____ Date: _____

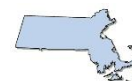
Academic Dean or Designee signature required: I have reviewed this document and conclude that the proposed placement will provide the student with learning opportunities related to his/ her academic program and/ or career goals, satisfies the College's academic standards and requirements and that the credits offered are reasonable and appropriate upon satisfactory completion of the proposed placement.

Designee Name (printed): _____

Designee Signature: _____ Date: _____

(Coordinator), _____

**Community College
Campus Address
Phone / FAX / Email**



PART C. TO BE COMPLETED BY SITE SUPERVISOR: Student's Name: _____

General Information

(Internship) Host Site Name: _____

Site Address: _____

Site Supervisor Name: _____ Title: _____

Site Supervisor's Phone: _____ Email: _____

(Internship) Start Date: _____ & End Date: _____ to Fulfill _____ hours

Student's (internship) schedule: _____

How frequently will the Site Supervisor be meeting with the Student? _____

Will the student be compensated during this (internship)? Yes _____ No _____

If yes, describe: _____

Please state specifically the student's key intern duties and responsibilities during this (internship), or attach a Job Description. _____

(Internship) Site Responsibilities

- (Internship) host site will assign a site supervisor to oversee the student's (internship) experience.
- Site Supervisor will review the student's learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience.
- Site Supervisor, working with the student and (faculty) and (coordinator), shall provide an (internship) experience that will enable the student to work toward achieving the learning objectives.
- Site Supervisor will meet weekly with the student to discuss the (internship) experience.
- Site Supervisor shall consult as necessary with the (faculty) regarding the student's progress and provide a midterm and final evaluation of the student's job performance.
- (Internship) site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines.
- (Internship) site shall expect the student to actively participate in work activities which contribute to the student's educational training, but the student may not replace a regular paid employee.
- (Internship) site shall expect the student to act in a professional manner at all times.
- (Internship) site may dismiss a student at any time for performance or behavioral issues. Where practicable, the site agrees to consult with the (faculty) and/ or the (coordinator) prior to any such dismissal decision is made. Site agrees not to discriminate based on a student's race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

The (Internship) site agrees to permit the student to participate as an intern pursuant to this agreement. The learning objectives stated herein are realistic and the Site Supervisor shall work with the student to achieve those objectives. The college has made no representations about the quality of the student's work and the college will not be providing on-site supervision of this student during the (internship).

Site Supervisor's Name (printed): _____

Site Supervisor's Signature: _____ Date: _____

