

SUU Internship Learning Agreement (ILA)

Process:

1. Student Intern Checklist:

- Step 1: Complete the Intern Application Form below.
- Step 2: Use the *How to Write Objectives* document (see page 6) to assist you in the creation of learning objectives in Appendix A (see page 8).
- Step 3: Review the Intern Application Form and Learning Objectives (Appendix A) with your Academic Internship Coordinator.
- Step 4: Review the Intern Application Form and Learning Objectives (Appendix A) with your Site Supervisor and gain approval and signature in the Site Supervisor Agreement section of the SUU Internship Permission Form.
- Step 5: Return the signed SUU Internship Permission Form, Intern Application Form, and Learning Objectives (Appendix A) to your Academic Internship Coordinator for final review and signature (SUU Internship Permission Form).
- Step 6: Review and sign the Student Intern Acknowledgement and Agreement section of the SUU Internship Permission Form.
- Step 7: Submit the completed SUU Internship Learning Agreement (ILA) (paper) in its entirety to the Registrar's Office. The ILA includes the Intern Application Form, Learning Objectives (Appendix A) and the SUU Internship Permission Form.

2. Academic Internship Coordinator Checklist: (Usually the professor/instructor overseeing the SUU internship course for which a student is enrolled)

- Step 1: Review the Intern Application Form and Learning Objectives (Appendix A) with the Intern and make any necessary adjustments.
- Step 2: After the Site Supervisor has reviewed and signed the SUU Internship Permission Form, review the Intern Application Form and Learning Objectives (Appendix A) for final approval.
- Step 3: Sign the Academic Internship Coordinator Agreement section of the SUU Internship Permission Form.
- Step 4: Retain a copy of the Internship Learning Agreement and send the student to the Registrar's Office with the Internship Learning Agreement Form.

3. Site Supervisor Checklist: (The individual at the site of the Internship Provider who will be the primary mentor for the internship experience)

- Step 1: Review the Intern Application Form and Learning Objectives (Appendix A) with the Intern and make any necessary adjustments.
- Step 2: Complete and sign the Site Supervisor Agreement section of the SUU Internship Permission Form.
- Step 3: To obtain a copy of the completed Internship Learning Agreement, reach out to the Academic Internship Coordinator.

4. Registrar's Office Checklist:

- Step 1: Review the SUU Internship Permission Form form with the Intern for accuracy. Make any necessary adjustments.
- Step 2: Register the Intern for the internship course.
- Step 3: Send a copy of the ILA to the Career and Professional Development Center at cpdinternship@suu.edu.

Intern Application Form

Intern Name:	TNumber:
Intern Email:	Major:
What is your Cumulative GPA:	During which semester do you plan to perform the internship?
Have you completed your Internship Orientation Training? <input type="checkbox"/> Yes <input type="checkbox"/> No or unsure, please speak with your Academic Internship Coordinator to complete this training.	Are you an International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed your annual Title IX Training? <input type="checkbox"/> Yes <input type="checkbox"/> No or unsure - Self-enroll & complete the Title IX training here: https://suu.instructure.com/enroll/NL84N9 . Please contact the Title IX office at (435) 586-5419 if you have any questions or concerns.	
Type of Internship Provider (a company or organization that has internship position(s) that compliment SUU coursework) Select one of the following types that best describes your Internship Provider: <input type="checkbox"/> University-Sponsored (Programs where the student intern engages in activity under the supervision of a third party or external organization, but the University is involved in the facilitation and other aspects of the program) <input type="checkbox"/> University-Operated (Programs where the student intern engages in activity under the supervision of a University employee acting in the context of his/her University employment)	
Is the Internship Provider a family member, student, or yourself?	
If the Internship Provider is University-Sponsored, scan the QR code and ensure your Internship Provider is on the pre-approved external internship provider list. If your Internship Provider is not on the list, please contact the Career and Professional Development Center at cpdinternships@suu.edu . Note: to view the Internship Provider list, you must use a @suu.edu or @suumail.net email.	
If the Internship Provider is University-Sponsored, please provide the Business Name:	
If the Internship Provider is University-Operated, please provide the University Department Name:	
Is this a paid or unpaid internship?	
Site Supervisor Name:	Site Supervisor Email:
Site Supervisor Phone:	



Site Supervisor Job Title:	
Which department does the Site Supervisor work in?	
Please provide the Site Supervisor's address, city, zip code, state:	
Internship Start Date:	Internship End Date:
Avg Hours Per Week:	
Internship Job Title:	
Provide a job description outlining your specific responsibilities, project, and/or tasks:	
How often do you plan to meet with your Site Supervisor to evaluate your job performance?	
Is your internship also your regular job? To clarify, were you first employed as a regular employee with the Internship Provider you just entered above, and now you are trying to obtain internship credit for your job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will your internship be performed remotely? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SUU Internship Permission Form

Intern Name:	Intern T-Number:
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If internship credit is occurring over consecutive semesters, list each individual CRN, Course, Section and Course Credit(s) you want each semester. Up to 12 credits maximum. Select all that apply:

Internship Semester:	<input type="checkbox"/> Fall / Year: <input type="checkbox"/> Spring / Year: <input type="checkbox"/> Summer / Year:
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Class Standing During Internship:	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Grad Student
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CRN	COURSE ID <small>(ex.ENGL 1010)</small>	SEC	COURSE CREDITS

Approvals & Agreements

Site Supervisor Agreement: I have discussed this internship with the intern and we have agreed upon the assigned work components outlined in the Intern Application and Learning Objectives (Appendix A). I agree to meet with the intern regularly to provide assistance, training, and consultation to the intern in order to help them progress toward the aforementioned learning objectives. I have the authority to sign on behalf of the provider and agree to comply with all federal, state and local laws regarding internships.

Signature:

Date:

Internship Provider's Business/Department Name:

Academic Internship Coordinator Agreement: I have discussed this internship with the intern and we have agreed upon the learning objectives in Appendix A. I agree to meet with the intern regularly to provide assistance and consultation to the intern in order to help them progress toward the learning objectives in Appendix A.

Signature:

Date:

Student Intern Acknowledgement and Agreement:

Acknowledgment

I, the undersigned Student Intern, represent that I am 18 years of age or older and fully competent and authorized to sign this agreement.

I acknowledge that I am participating in this internship at my own risk. I acknowledge that I am assuming full responsibility for my well-being and safety. I represent that I am in good health, and in proper physical condition to participate in the internship. I knowingly and voluntarily, accept, and assume responsibility for the risks and dangers that may arise out of my engagement in this internship.

I confirm that all information provided within this application for academic credit is accurate to the best of my knowledge. I understand that any falsified or misleading information may lead to sanctions imposed as outlined in the [SUU Student Code of Conduct](https://www.suu.edu/policies/11/02.html) (<https://www.suu.edu/policies/11/02.html>)

Agreement

I, the undersigned Student Intern, have reviewed the Internship Learning Agreement in its entirety and agree to:

- complete all academic and internship assignments, submitting all reports and assignments as required. I will complete all work to the best of my ability.
- review and fulfill the internship in accordance with SUU Policy 6.3
- complete the internship during the dates specified unless modified by the Internship Provider and SUU.
- report serious problems, including physical, safety, personnel, and other observed risk issues to the Site Supervisor and the SUU Academic Internship Coordinator/Internship Coordinator.
- authorize SUU's designated representative to grant permission for any necessary medical treatment for which I will be financially responsible, if, during participation in the program, such I shall become incapacitated or otherwise unable to provide consent for medical treatment and advance consent cannot be obtained from my family/guardians.
- be personally responsible for all housing, transportation, study, and other arrangements in connection with the internship and personally bear all associated costs, unless these are provided by the Internship Provider. In addition, be personally responsible for any financial liability and obligation which is incurred, and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during participation in the internship program.
- abide by all applicable laws. I understand that I must personally attend to any legal problems encountered or incurred as an Intern.
- report if I am injured or involved in an accident while providing internship services to the University or uncompensated internship services to the cooperating employer. I acknowledge that the Worker's Compensation Fund will only pay the actual and necessary medical expenses I incur in the treatment of an injury. Other expenses such as lost work time, equipment, clothing, etc., will not be covered by insurance. Furthermore, I agree to follow the [SUU Incident. Hazard and Accident Reporting & Investigation procedures](https://www.suu.edu/erm/eohs/reporting-and-investigation/) (<https://www.suu.edu/erm/eohs/reporting-and-investigation/>), including, but not limited to, notifying the Site Supervisor, the Academic Internship Coordinator and completing the University Accident/Incident report form.
- acknowledge and agree that as an Intern, I will be placed with the Internship Provider to receive educational experience as part of my academic curriculum. Unless mutually agreed upon by the Internship Provider and the SUU Academic Internship Coordinator, duties performed as an Intern are not performed as an employee of the Internship Provider but rather in fulfillment of the academic requirements of the Intern's educational experience and are to be performed under direct supervision by Site Supervisor.
- accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the internship provider's relevant policies/procedures and appropriate standards of ethical conduct.
- accept that other expenses such as additional time lost from the job (if intern has one), broken equipment (like a cell phone, for example), damaged clothing, etc., will not be covered by the Internship Provider or SUU.
- accept that all copyright and other intellectual property rights in any such original creative work produced by the Intern during times employed and working under the terms of the Internship shall be owned entirely by the Internship Provider.

Signature:

Date:

How to Write Learning Objectives

What is a learning objective?

In short, an objective is a goal. As a future professional, you will want to practice setting goals and standards for which to aim. You will decide with your site supervisor what you should learn and achieve in the time you will be an intern. Then you will have a goal to work towards during your internship.

Things to keep in mind when writing your learning objectives:

- Challenge. Your objectives should challenge and stretch you beyond the skills and abilities you already possess.
- Knowledge. You should gain knowledge as you are engaged and apply principles learned in the classroom and on the job.
- Attain. Make sure that your goals are attainable and reasonable for you and your site supervisor. All internship objectives should be completed by the 15th week of your internship (the week before finals).
- Measure. Set up your objectives in such a way that it is easy to measure your progress with data. (Ex. Grow sales by 10% in the 4th quarter).
- Specify. Be specific about what, how, and when you will meet your objectives. Set dates for the completion of each objective. Strive to reach the objective by the set date and modify as necessary.

Sample Learning Objective:

OBJECTIVE 1: Learn to create an effective advertisement design.

To accomplish the objective I will:

1. Research effective advertisement designs.
2. Mock up and propose an advertisement campaign to the marketing manager.
3. Create and launch a new ad.
4. Set up a method to measure the effectiveness of the ad.
5. Evaluate the ad campaign to see if it reached 1000 additional customers.

Estimated hours to complete objective: I estimate spending 25 hours on this objective. The following hours are allotted to each subcategory:

- Research: 5 hours, Mock-up: 5 hours, Create and Launch: 10 hours, Method to measure effectiveness: 2 hours, Evaluate Campaign: 3

Date of Completion (Estimated): I should be able to complete this objective by week 8 of my internship – December 2, 2022.

Method of Measurement: I will have accomplished this objective when I have reached 1000 additional customers with an advertisement I created.

Appendix A: Learning Objectives

List your primary learning objectives. Describe what you hope to learn and accomplish from this experience. You are required to complete at least one objective per internship course. However, consult with your Academic Internship Coordinator for any additional learning objective requirements. The number of objectives you wish to establish is not as important as the significance of each objective and the time required to complete them. Refer to the "How to Write Objectives" document above as you compile objectives.

OBJECTIVE: (What will you do?)	Estimated hours to complete objective: Date of Completion (Estimated):
Method of Measurement for this Objective: (How will your site supervisor and/or Academic Internship Coordinator evaluate your accomplishment? What will be the criteria for the measurement of your success?)	

OBJECTIVE: (What will you do?)	Estimated hours to complete objective: Date of Completion (Estimated):
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OBJECTIVE: (What will you do?)	Estimated hours to complete objective: Date of Completion (Estimated):
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Note: Make a copy of this page if additional Objectives are needed.