**Internship Learning Agreement: Internship Site Supervisor**

# Business/Economics 416: Internship Credit

To be filled out by site supervisor or appropriate site representative, signed by the student intern, and then returned Professor Sharon Gibbs via email at sgibbs@roanoke.edu by fax at 540-375-2577 prior to start of student’s internship.

Site Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Intern Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Internship Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Learning Objectives**

Please include at least four specific intern learning objectives. The objectives can be project-based or can include a list of duties. Learning outcomes should be student-centered and measurable.

1.

2.

3.

4.

*Please add additional duties as appropriate on additional sheet if necessary.*

As a site supervisor for this internship, I agree to

* clearly discuss the requirements of the internship with the student intern including expectations regarding professionalism and timeliness;
* provide at least 120 hours of work throughout the internship experience;
* work with the student to complete on-site goals, duties and learning objectives;
* provide a learning experience for applying knowledge gained in the classroom. It must not simply be to advance the operations of the employer or be the work that a regular employee would routinely perform;
* refer to the Department of Labor fact sheet #71 for internship rules and regulations under *The Fair Labor Standards Act*: [http://www.dol.gov/whd/regs/compliance/whdfs71.htm;](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)
* provide ongoing supervision and feedback to the student on his/her performance;
* provide resources, equipment, and facilities to support learning and meet goals;
* communicate quickly with the faculty internship supervisor if there is a difference in expectations between the site supervisor and the intern;
* talk with the Faculty Internship Supervisor and/or meet with her during a site visit;
* complete an evaluation of the student’s performance and attitude.

Site Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Our academic institution greatly appreciates your participation in our internship program. Your role is integral to the student’s internship experience and success!*