

Commitment to Learning - Internship Agreement

Student's Name: _____ Staff Internship Advisor: Renee Quintanilla

Employer: _____ Hours / Week: _____

Employer Address: _____

Supervisor's Name: _____ Supervisor's Phone: _____

Supervisor's Title: _____ Supervisor's E-mail: _____

Start Date: _____ End Date: _____

How did the student learn about this internship? _____

Is the internship paid? Yes (include rate) _____ No _____

To achieve the goal of significant and meaningful student learning combined with professional experience, the student intern, sponsoring organization, and internship advisor agree to the following requirements. The expectation is that the full-time MBA program will take priority and that participating in an internship should not negatively impact the student's academic performance. This includes attending classes, team projects and individual assignments.

The Student Intern agrees to be committed to this internship by:

1. Completing the Informed Consent Agreement, 5 Learning Objectives and Student Evaluation by the appropriate due dates.
2. Working the minimum required 240 hours during the course of the internship.
3. Communicating with the Crummer Internship Advisor on a regular basis regarding the internship experience.
4. Fulfilling the required work and professional goals of the internship as outlined in this agreement and the established Learning Objectives.
5. Following the procedures, policies, and regulations of the sponsoring organization in an ethical and responsible manner.

The Sponsoring Organization agrees to be committed to this internship by:

1. Collaborating with the student to establish a minimum of (5) learning objectives to be accomplished during the internship.
2. Providing the student with work that will enhance their educational and professional goals.
3. Providing the student with feedback on their progress during the internship.
4. When appropriate, communicating with the Crummer Internship Advisor.
5. Completing the Employer Evaluation regarding the student's performance during the internship.

The Staff Internship Advisor agrees to be committed to this internship by:

1. Maintaining student records of the Job Description, Commitment to Learning Agreement, Informed Consent, 5 Learning Objectives, as well as the Student and Employer Evaluations.
2. Communicating with the Site Supervisor when appropriate to check on student progress.

Upload this signed agreement to Handshake (under Documents) within the first week of starting internship.

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

Please direct questions to Renee Quintanilla, Associate Director, Career Resource
Center Phone: 407-646-2335 | rquintanilla@rollins.edu