

## LBS 790 INTERNSHIP PROPOSAL AND CONTRACT

This proposal and contract is an agreement between the student, the site supervisor, and the faculty supervisor, confirming that the student will work in the site placement for a minimum of 60 hours for 3 hours of academic credit, and that the student will seek to achieve her/his stated learning outcomes tailored to the mutual interests of the student and the site. Students are responsible for collecting all signatures and returning the contract to the Continuing Studies Office at Brookstown.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone Number \_\_\_\_\_ WFU email \_\_\_\_\_

Semester and year of enrollment in LBS 790 Internship \_\_\_\_\_

Inclusive dates of internship \_\_\_\_\_ to \_\_\_\_\_

Placement name \_\_\_\_\_

**I. Student Responsibilities**

- a. Develop an internship proposal with learning outcomes
- b. Serve 60 hours in the site placement
- c. Insure the site supervisor is not a family member or in a personal relationship with the student
- d. Meet weekly with the site supervisor
- e. Submit a final paper concluding the internship

**II. Site Supervisor Responsibilities**

- a. Meet with the student at the beginning of the internship to arrange responsibilities and schedule weekly meetings
- b. Meet weekly with the student to discuss student work and learnings
- c. Write an email to the Program Director confirming that the student has completed the required hours on site, has performed satisfactory work, and has worked toward fulfilling the learning outcomes stated in the student's proposal

**Site Supervisor**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Placement Address \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor email \_\_\_\_\_

**III. Faculty Advisor Responsibilities**

- a. Provide guidance for student on learning outcomes
- b. Consult with student on progress of internship
- c. Write an email to the Program Director confirming that a. and b. have been conducted and that the student has fulfilled the learning outcomes stated in the student's proposal

Faculty Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_

Program Director Approval \_\_\_\_\_ Date \_\_\_\_\_