



**STUDENT INTERNSHIP
INFORMATION SHEET**

*This completed form **must** be turned in to the Internship Coordinator by the first day of scheduled classes in order to register for the internship course.*

STUDENT INFORMATION

Student Name:

Email:

Phone:

Term of Internship: FALL SPRING SUMMER

STUDY PLAN

Please attach a two-page study plan discussing the following:

1. Your specific goals for the internship as discussed with your supervisor
2. What you want to learn from the internship and how you're going to go about the learning process
3. The relevance of the internship to your intended career

EMPLOYER INFORMATION

Company Name:

Address:

Supervisor's Name:

E-Mail:

Phone:

Compensation: Hourly, Amount _____ Stipend, Amount _____ Unpaid

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

Faculty Signature _____ Date _____

This agreement is made and entered into this _____ day of _____, 2005 by and between Cogswell Polytechnical College (“Institution”) and _____ (“Facility”) with reference to the following facts:

- A. Cogswell operates an internship program in various areas of digital arts and desires that students of Junior and Senior standing obtain practical experience in which they will have the opportunity to integrate academic theory with practical application; and
- B. Facility recognizes the need for, and desires to assist in, the educational development of such students and is willing to accept students into it’s facility for a supervised experience;

Both parties agree as follows:

Responsibilities of the Facility

- 1.1. Facility agrees to accept students from Cogswell for a supervised experience in digital arts for a minimum of 150 hours total, or 10 to 15 hours per week for the duration of the academic term. Internship experiences must take place in a professional environment with an assigned mentor who will directly supervise the students. Off-site work is acceptable, however it may not make up more than half of the experience.
- 1.2. Rules and Regulations: Facility agrees to provide students and faculty members copies of Facility’s rules, regulations, policies, and procedures applicable to students. Facility agrees to advise Institution of any changes in their rules or regulations which may impact on the student’s educational experience.
- 1.3. Inspection: Facility agrees to permit, upon reasonable notice, the inspection of the Facility by the Program Coordinator or a representative of any agency charged with the responsibility of accrediting Institution’s program.

Responsibilities of the Institution

- 2.1. Assignment of Students: Institution will post and make available all information for a variety of internship experiences. Institution will further screen all students for necessary academic preparation for their experience at Facility.
- 2.2. Program Coordinator: Institution will designate one faculty member and one staff member to maintain contact with each student and Facility to handle course scheduling and paperwork, and evaluation of students’ work.

2.3. Withdrawal of a Student: Institution agrees to withdraw a student from the Facility when the Facility deems the student to be unacceptable for reasons of conduct, health, or other reasonable cause.

2.4. Workers' Compensation: Institution will provide adequate workers' compensation coverage for all of its students assigned to the Facility.

Mutual Agreements

3.1. Employment Status: Students interning at the Facility pursuant to this agreement shall fall under employment status of the Facility as outlined in the Facility's internship policy. Students may be, but are not required to be, paid in addition to receiving academic credit.

3.2. Nondiscrimination: Neither Institution nor the Facility will discriminate on the basis of race, religion, sex, creed, age, veteran's status, marital status, national origin, or disability with regard to the performance of this agreement.

3.2. Number of Students: The number of students interning at this facility in any term will be determined by mutual agreement between the Facility and the Institution.

3.3. Term: The term of this Agreement is for one academic term beginning _____ and ending _____. This Agreement may be terminated at any time by either party by giving written notice to the other party 14 days in advance of the proposed date of termination. All students assigned to the Facility when notice of early termination is given shall be allowed to complete the internship currently in progress at the Facility.

3.4. Modifications: No modification, waiver, amendment, discharge, or change to this agreement shall be valid unless it is in writing and signed by both parties.

Facility:

Signature _____ Date _____

Title _____

Institution:

Signature _____ Date _____

Title _____