

Credit Based Internship Learning Agreement

Mount St. Mary's University Career Center

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Print the completed, typed Internship Learning Agreement and acquire the necessary signatures. The Internship Learning Agreement should be submitted to the career center at least three weeks prior to the start of the semester in which earning credit

STUDENT INFORMATION

Date:	Student ID: <i>(do not use social security number)</i>		
Last Name:	First Name:	Middle Initial:	
Mailing Address During Internship (Street, City, State and Zip Code)	Mount Email Address	Telephone Number	
Major/Minor/Concentration:	Current Year in College (i.e., Sr, Jr, Soph.)		Cumulative GPA:

PLACEMENT INFORMATION

Organization Name:	Site Supervisor <i>(Person directly supervising you during the internship)</i>	Site Supervisor Title:	
Site Supervisor Telephone:	Site Supervisor Fax:	Site Supervisor Email:	
Address <i>(site supervisor's business address)</i> :	City:	State:	Zip:
Start Date <i>(month, day, year)</i> :	End Date <i>(month, day, year)</i>	Work Schedule <i>(days/ hours)</i> :	Compensation: <i>(i.e. stipend, hourly, mileage, etc.)</i> \$

How did you find your Internship? Career Center College Central Family/Friends Faculty website Independent Research

INTERNSHIP DESCRIPTION

Describe your Internship responsibilities, etc. In the space below. (If additional space is needed please provide a typed attachment.)

FACULTY SPONSOR AND COURSE INFORMATION

Faculty Sponsor:	Department:	Department Telephone <i>(scroll to end for telephone #'s)</i> : 301 447-	
Course Number: <i>(scroll to end for course numbers)</i>	Number of Credits: <i>(minimum of 40 work hours is required for each credit; the department reserves the right to limit the number of credits)</i>	Letter Grade or P/F:	Semester/ Year: <i>(in which taking the internship)</i>

LEARNING OBJECTIVES

Describe what you would like to learn in the spaces below. (If additional space is needed please provide a typed attachment.)

GRADE CRITERIA (ASSIGNMENT AND PERCENTAGE OF GRADE TO BE DETERMINED BY FACULTY SPONSOR)

Criteria/Assignment:	Percentage:
Criteria/Assignment:	Percentage:
Criteria/Assignment:	Percentage:
Criteria/Assignment: Student Internship Reports, Work Hours Log, & Performance Evaluations by the Site Supervisor.	Percentage:

Student Name:

STUDENT AGREEMENT

1. Enrolled in a degree program at Mount St. Mary's University.
2. Report any changes in schedules or any event that prevents your from fulfilling your responsibilities, to employer, faculty sponsor and the Career Center.
3. Not terminate the internship before the agreed upon date without prior approval of the employer, faculty sponsor and the Career Center.
4. Maintain frequent contact with your Faculty Sponsor, satisfy all the requirements established by your Faculty Sponsor, and return all forms and evaluations by the stated deadlines.
5. Pay the appropriate fees for the number of credits received. The summer semester is a distinct term; credits are billable at the summer school rate over and above the Fall/Spring semester tuition.

Student Signature:

X

Date:

SITE SUPERVISOR AGREEMENT

1. Provide the student with a challenging and meaningful learning experience as outlined in the internship description.
2. Provide the student with the necessary training and supervision.
3. Communicate during the course of the internship with the Faculty Sponsor or Career Center when appropriate.
4. Complete the required evaluations of the student's performance.
5. Reserves the right after consultation with the University to discharge the student for just cause.

Site Supervisor Signature

X

Date:

FACULTY SPONSOR AGREEMENT

1. Meet with student prior to the start of the internship to develop learning objectives, grading criteria, and to establish the number of credits to be awarded upon successful completion of the experience.
2. Be available to guide and counsel the student in relating his/her internship experience to the educational program.
3. Visit or communicate via phone or email with the student and the employer to discuss the student's progress.
4. Meet with the student to evaluate the experience and the end of the assignment.
5. Grade the student according to the grading criteria established at the start of the experience.

Faculty Sponsor Signature:

X

Date:

DEPARTMENT CHAIR

I have reviewed and approve the Internship Learning Agreement as prepared by the student, employer and faculty sponsor.

Department Chair Signature:

X

Date:

CAREER CENTER INTERNSHIP COORDINATOR

I have reviewed and approve the Internship Learning Agreement as prepared by the student, employer and faculty sponsor.

Career Center Internship Coordinator Signature:

X

Date:

ALL sections must be completed in order for the Career Center to process your internship!

Contact Information: Mount St. Mary's University Career Center McGowan Center Emmitsburg, MD 21727
 Fax (301) 447- 5243 Phone (301)447-5202 Email: CareerCenter@msmary.edu



Internship Course Numbers and Department Telephone Numbers
 (This page is for reference only, please do not attach to the Internship Learning Agreement)

DEPARTMENT/MAJOR	TELEPHONE #	COURSE CODES
Business, Accounting & Economics	301 447-5396	
Business		BUS 480
Finance Concentration		BUS 480 - Finance
Marketing Concentration		Bus 480 - Marketing
Management Concentration		BUS 480 - Management
Sports Management		BUS 480 – Sports Management
Accounting		ACCT 480
Economics		ECON 480
English	301 447-5365	
English		ENGL 480
Foreign Language	301 447-5322	
French		FREN 480
German		GERMN 480
Spanish		SPAN 480
History	301 447-5375	
History		HIST 480
Math and Computer Science	301 447-5291	
Math		MATH 480
Computer Science		C/SCI 480
Information Systems		IFSY 480
Political Science	301 447-5374	
Political Science		P/SCI 480
International Studies		I/S 480
Psychology	301 447-5394	
Psychology		PSYCH 480
Communication Studies	301 447-5367	
Communication Studies		COMM 480
Science	301 447-5376	
Biology		BIO 480
Chemistry		CHEM 480
Environmental Studies		
Sociology	301 447-5373	
Criminal Justice		CJUST 480
Sociology		SOC 480
Theology	301 447-5370	
Theology		THEO 480
Visual and Performing Arts	301 447-5308	
Visual and Performing Arts		FAAR 480
Music		FAMU 480
Theatre		FATH 480

