

INTERNSHIP LEARNING PLAN

Student Name: _____ Student ID#: _____

Address: _____

Phone # _____ Email: _____

Course Instructor: _____ Quarter: _____

Business/Organization: _____ Phone #: _____

Site Supervisor: _____ Phone #: _____

Address: _____

Year and Semester: _____ 1st Semester _____ 2nd Semester: _____

Learning Objectives: What will you learn from this internship? How will this internship enhance your academic knowledge and professional preparation? Describe the activities or projects of this internship that support your learning objective.

The Site Supervisor:

- Agrees to guide this student's work and to submit a brief final evaluation of his/her achievement upon request.
- Agrees to discuss any concerns about the intern's performance with him/her directly, and with the faculty/course supervisor, if necessary.

Site Supervisor Signature: _____ Date: _____

The Faculty/Course Supervisor:

I have examined and approve this student's learning plan.

Faculty/Course Supervisor
Signature: _____ Date: _____

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The Student agrees to abide by the following guidelines and limitations:

Guidelines:

- **Ask for help when in doubt:** Contact your instructor with any questions concerning your internship. Your internship supervisor understands the issues within the company/organization. You are encouraged to approach your supervisor with problems or questions as they arise. Your supervisor and your instructor can assist you in determining the best way to respond to difficult or uncomfortable situations.
- **Be punctual and responsible:** Although you may not be paid for your internship, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and your co-workers are relying on your punctuality and commitment to completing your scheduled hours throughout the internship.
- **Call if you anticipate lateness or absence:** Call the internship supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- **Respect the privacy of all clients:** If you have access to confidential information (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat this information as privileged. You should use pseudonyms in your course assignments if you are referring to customers or the people you work with at the internship site.
- **Show respect for the business/organization you work for:** Placement within an organization is an educational opportunity and a privilege. Not only are you serving the organization, but they are providing a service to you by investing valuable resources in your learning.
- **Be appropriate:** You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other CPP students who may follow in the Internship Program.
- **Be flexible:** The level or intensity of activity at an internship site is not always predictable. Your flexibility to changing situations can assist the organization in working smoothly and producing positive outcomes for everyone involved.

Limitations:

- **DON'T** report to your internship assignment under the influence of drugs or alcohol.
- **DON'T** give or loan money or other personal belongings.
- **DON'T** make promises or commitments you cannot keep.
- **DON'T** provide transportation in a personal vehicle.
- **DON'T** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a co-worker or customer.
- **DON'T** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- **DON'T** engage in any type of business with clients during the term of your internship.
- **DON'T** enter into personal relationships with a co-worker or customer during the term of your service.

Health & Safety Guidelines:

- Participate in the orientation of your internship site. Make sure that you know who to contact at the site and at the university in case of an emergency.
- As provided by the internship site, observe all safety policies, regulations, safe work practices, and job instructions for your internship assignment.
- Familiarize yourself with the safe work practices/programs that affect your assignment.
- Report safety hazards and unsafe conditions to your supervisor.
- Report all injuries, no matter how minor, to your supervisor.

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The Student:

- Agrees to act in a responsible manner while representing California State Polytechnic University, Pomona at the company/organization, and abide by all rules and regulations that govern the company in which he/she is performing the duties of his/her internship.
 - Understands the connection between the internship course, and the course objectives to be fulfilled at the internship location.
- Has read the above stated guidelines and limitations and understands his/her role as a student intern working within the company/organization.
 - Understands and acknowledges that participation in the internship with the company/organization is part of the coursework for which course credit is received; the student is **not** an employee of the University.
- Understands and acknowledges the risks associated with participation in the internship may include, but are not limited to:
 - 1.
 - 2.
 - 3.
- Agrees to devote _____ hours per week for a total of _____ hours, effective from _____ to _____ in order to fulfill the learning objectives described above.
- Agrees to complete any forms, evaluations or other paperwork required by either the instructor or the internship supervisor.
 - If you feel that your rights have been violated, or you have any trouble at you internship location, please contact your instructor.

Student Signature: _____

Department Chair Signature: _____ Date: _____