

Academic Internship Learning Plan - Updated 6/1/23

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Academic Internship Learning Plan Agreement

I. Student Information

Student Name: Required**Student Preferred Email:** Required

Change this if your campus email is not your preferred email

Student Primary Phone: Required - ext.

II. Emergency Contact Information

Primary Emergency Contact Name: Required**Relationship:** Required**Primary Emergency Contact Phone:** Required - ext. **Secondary Emergency Contact Name:** Required**Relationship:** Required**Secondary Emergency Contact Phone:** Required - ext.

III. Site Information

Name of Internship Agency/Organization Site: Required

Site Supervisor Name: Required

Modify or add the appropriate information about your site contact, or if you do not know who your site contact is, skip this step.

Site Supervisor Email: Required

Note: Your supervisor will receive a copy of your learning objective in order to guide your work and to submit a brief final evaluation of your achievement upon request. Also to discuss any concerns about your performance with him/her directly, and with the faculty/course supervisor, if necessary.

Site Supervisor Phone: Required **Estimated internship hours for the term** Required

Please provide an estimated total of internship hours conducted during the quarter.

Is your Internship In-Person and/or Hybrid? Required

- ☐ Yes, In-Person and/or Hybrid
- ☐ No, Internship will be all Virtual

V. Course Data

Course Name and Number Required**Course Instructor (Faculty Name)** Required**Course Instructor (Email)** Required

Note: Your internship course instructor will receive a copy of your learning objective review and approve internship site. Also, to discuss any concerns about your performance with your internship supervisor directly, if necessary.

Internship Term and Year: Required**Internship Beg. Date** Required

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Internship End Date Required

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Learning Objectives: What will you learn from this internship? Required

How will this internship enhance your academic knowledge and professional preparation?

Required

Describe the activities or projects of this internship that support your learning objective.

Required

Understands and acknowledges the risks associated with participation in the internship may include, but are not limited to: (list three) Required

List at least three risks associated with internship participation. Or N/A if none

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.

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.

- 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.

I agree to devote Required hours per week in order to fulfill the learning objective described above.

By signing below, I have read, understand and agree to comply with these guidelines.

Student Name: Required**Bronco ID#:** Required**Student Signature:** Required

Clear signature

Today's Date Required

Note: This form will be reviewed by your faculty and internship site supervisor.

At any time you may view or print this form as part of your placement record within the BroncoSERV website.

Submit