

INTERNSHIP LEARNING CONTRACT FOR CREDIT-BEARING INTERNSHIPS



MONMOUTH COLLEGE ACCEPTS THE FOLLOWING DEFINITION AND CRITERIA FOR ALL INTERNSHIPS ARRANGED BY MONMOUTH COLLEGE AS RECOMMENDED BY THE NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS (NACE):

<http://www.naceweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>

Definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Criteria:

- (1) *The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.*
- (2) *The skills or knowledge learned must be transferable to other employment settings.*
- (3) *The experience has a defined beginning and end, and a job description with desired qualifications.*
- (4) *There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.*
- (5) *There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.*
- (6) *There is routine feedback by the experienced supervisor.*
- (7) *There are resources, equipment, and facilities provided by the employer that support learning objectives/goals.*

All of the following are the minimum requirements to be completed unless stated optional. You may add additional requirements.

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|----------------------------------|---|---|
| Department & Course # | Course Title (limit of 30 characters/spaces) | Course Credit Amount |
| Student Name | Student ID # | Student Address, Cell #, & email |

| | |
|-----------------------------------|---|
| Semester to Receive Credit | Does this internship offer a letter grade or credit/no credit? |
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|---|--|
| Internship Site Name and Address | |
| On-Site Supervisor and Contact Information | |
| Beginning and Ending Work Dates | |
| Workload Expectations that are Tied to Monmouth College's Course Engagement Policy | |
| Basis for Grading and Evaluation Methods | |

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| <p>Learning Goals (Learning Goals should not be brief or general. They should include how the student is extending the knowledge learned in the classroom/major program of study.)</p> | |
| <p>Student Responsibilities at the Work Site that Relate to the Learning Goals</p> | |
| <p>Other Student Responsibilities of the Internship Including Submission Dates of Work (optional)</p> | |

Your signature reflects agreement and adherence to the NACE definition of an internship and its criteria, all of the above specified information, and that the internship bears rigor deserving of the academic credit to be received.

Student: _____ Date: _____
 Name

Site Supervisor: _____ Date: _____
 Name

MC Faculty Sponsor/Coordinator: _____ Date: _____
 Name

Department Chair (if not the sponsor): _____ Date: _____
 Name

After this form is completed with the appropriate signatures, it must be submitted to the Monmouth College Registrar's Office. Incomplete forms will be returned to the Monmouth College Faculty Sponsor for completion. Once the form has been accepted by this Office, it will register the student for the internship course during open registration. All required and credit-bearing internship learning contracts will remain the property of the Monmouth College Registrar's Office and stored by that office.