

INTERNSHIP AGREEMENT

Department of Instructional Technology
Utah State University

The following is an agreement between the Internship Placement (Placement), the Utah State University Department of Instructional Technology (Department), and the Intern. The agreement should be completed and filed with the Department before the internship begins. Any changes made to this agreement should be agreed upon by all accountable parties and filed with the Department.

Agreement of cooperation between the Department,

_____ and _____

Placement (Please Print)

Intern (Please Print)

The Placement should:

1. Provide the Intern with an orientation to agency policies and procedures and inform Interns of changes in a timely manner.
2. Provide the Intern with access to offices, equipment, and work space appropriate to their position.
3. Treat Interns as employees of the agency with all the rights and responsibilities within the agency's power.
4. Employ the Intern between the dates of _____ and _____, for an average of _____ hours per week (Note: total hours must meet the 400 hour minimum requirement).
5. Offer the Intern the following salary: _____.
6. Assign a person to supervise the Intern, and provide the Program and Intern with up-to-date contact information for this person.
7. Notify the Department and Intern of difficulties or necessary changes as soon as possible.
8. Formally evaluate the Intern both midway and at the termination of the internship.
9. Provide ongoing feedback about the internship program.
10. Ensure that the Intern's duties are in accordance with the AECT code of ethics.

The Department should:

3. Provide a faculty member to act as a liaison between the Intern and the Placement, and provide the supervisor and Intern with up-to-date contact information for this person.
4. Facilitate the confidential handling of communications between the Instructional Technology Department, the Intern, and the Placement.
5. Monitor Intern's progress throughout the internship.
6. Notify the Placement and Intern of difficulties or necessary changes as soon as possible.
7. Take responsibility for assigning the Intern a grade.

The Intern should:

1. Follow the policies and procedures of the Placement.
2. Follow the policies and procedures of the Department.
3. Follow the AECT code of ethics.
4. Act as an employee of the Placement, including attending all requested staff meetings and supervision.
5. Formally evaluate 1) the Placement, 2) the Placement supervisor, and 3) the Department's internship program.
6. Notify the Placement and the Department of difficulties or necessary changes as soon as possible.

Please attach any additional comments and conditions specific to this contract.

_____	_____	_____
<i>Placement Representative</i>	<i>Print Name</i>	<i>Date</i>
_____	_____	_____
<i>Intern</i>	<i>Print Name</i>	<i>Date</i>
_____	_____	_____
<i>Committee Chair</i>	<i>Print Name</i>	<i>Date</i>
_____	_____	_____
<i>Department Head</i>	<i>Print Name</i>	<i>Date</i>

Contact Information

Placement Representative

Name _____
Phone _____
Fax _____
E-mail _____
Address _____

Intern

Name _____
Phone _____
Fax _____
E-mail _____
Address _____

Committee Chair

Name _____
Phone _____
Fax _____
E-mail _____
Address _____

Department Head

Name _____
Phone _____
Fax _____
E-mail _____
Address _____

Internship Time Line Checklist

- _____ 1. Select Committee Chairperson (Graduate Committee Selection Form)
- _____ 2. Complete Program of Study (Program of Study for Master's Degree)
- _____ 3. Find Internship
- _____ 4. Formalize Internship (Internship Agreement and Proposal)
- _____ 5. 1st Quarter Journal
- _____ 6. Midway Formal Evaluations, 2nd Quarter Journal (Internship Evaluation Forms,
2nd Quarter Journal)
- _____ 7. 3rd Quarter Journal
- _____ 8. End Evaluations, 4th Quarter Journal (Internship Evaluation Forms,
4th Quarter Journal)
- _____ 9. Submit Internship Report to Chairperson for approval
- _____ 10. Submit Internship Report to Department Head for Final Approval
- _____ 11. File Internship Report with Department Secretary (Final Copy)

Internship Evaluation
Section A

Section A is to be completed by the Placement Supervisor.

RE: _____ Number of hours completed: _____
(Name of Intern)

Please evaluate the intern by providing brief comments and/or recommendations for the following items (Reverse side may be used if additional space is necessary).

1. The Intern's performance as an employee of your organization (adherence to policies and procedures, ethical practice, etc.):

2. The intern's performance on their assigned work:

Please circle the item below that best describes the Intern's overall performance/progress.

Excellent Satisfactory Unsatisfactory-Contact me

3. Additional comments, recommendations, or concerns:

Placement Supervisor: _____ Date: _____
(Please sign)

4. Is the internship fulfilling your objectives and expectations? Have your objectives and expectations changed since beginning the internship? If so, how?

5. Evaluate your own performance as an intern.

6. Evaluate your progress as an instructional designer.

Intern: _____ Date: _____

(Please sign)

