



**Office of the Registrar**  
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## INTERNSHIP LEARNING AGREEMENT FORM FOR ACADEMIC CREDIT

*Please complete this form and obtain all necessary signatures and attachments. Submit the completed and signed form to the Office of the Registrar in order to register for the Internship. The student must be enrolled in the internship course during the time the internship hours are worked.*

Intern's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Intern's Address: \_\_\_\_\_

Intern's Cell Phone: \_\_\_\_\_

Intern's Email Address: \_\_\_\_\_

Internship Company / Organization: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Site Supervisor's Email Address: \_\_\_\_\_

Company Address: \_\_\_\_\_

Site Supervisor's Phone: \_\_\_\_\_ Site Supervisor's Fax: \_\_\_\_\_

**Objectives of Internship:** The intern and internship supervisor should complete these objectives together. Attach additional pages if necessary. Objectives should be action-oriented and should reflect some activity or skill that the intern plans to acquire or improve. Include all activities involved in the internship experience. (For example: To improve my oral communications skills.)

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**Assessment of Objectives:** How will the achievement of objectives be evaluated by the internship supervisor? (Weekly meetings, formal evaluation, observation, etc.)

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Approximate Number of Work Hours per Week: \_\_\_\_\_

(UG: Total of 35 hours required per credit; 105 for a 3-credit class)

(GR: Total of 40 hours required per credit; 120 for a 3-credit class)

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

It is understood that the intern and supervisor will treat each other with respect and keep lines of communication open in both directions. The intern will perform all of the tasks presented above in a professional and thoughtful manner, completing meaningful projects that maximize the intern's efficient use of time and provide opportunities to learn essential aspects of the organization and industry.

I agree with the objectives and requirements specified for this internship experience.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Sponsor

Approved ☐ \_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

Approved ☐ \_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Undergraduate Studies

Approved ☐ \_\_\_\_\_  
Date

### **FACULTY SPONSOR INFORMATION**

#### Syllabus

A copy of a **well-developed** course syllabus detailing learning outcomes, academic requirements, and assessment procedures must be attached for approval of this internship. The syllabus, provided by the faculty sponsor, must include *specific* academic requirements (such as a journal, research paper, reflection, etc.), the minimum number of contact hours students will have with the faculty sponsor, and identify the method by which the final grade will be determined, including the weight of the internship supervisor's evaluation.

**Course Code:** \_\_\_\_\_

**Credit Requested:** \_\_\_\_\_

#### Credits Earned

Interns must work at the internship site 35 hours for every one credit earned. As such, a 3-credit internship requires a minimum of 105 hours of work at the internship site. The faculty sponsor has the option of offering the internship as a Pass/Fail or Letter-Graded course.

Pass/Fail \_\_\_\_\_

Letter Grade \_\_\_\_\_

**Dean: Please copy to:**

Faculty Sponsor / Career Development /  
Internship Site Supervisor