



STUDENT INTERNSHIP TERMS AND CONDITIONS

Please read and agree to the following:

- I understand that I may not fill out this form without the support or consent of a faculty supervisor. If I do, all the following content could be rejected, and I may lose out on my first choice for a supervisor.
- I understand that this is a professional and official document that is required for an internship to be registered for academic credit.
 - I will create a professional, well-developed document to present myself as a young professional. I understand that I am required to use correct grammar and double-check all content and contact information before clicking 'Submit'.
- I understand that when I click 'Submit', the form will be sent to my Faculty Mentor and Faculty Advisor for approval, and if they approve the form will then be sent to my on-site supervisor for approval. Following their approval, the form will then be sent to the Career Development for final sign-off.
- I understand that my internship will be registered when all my supervisors have agreed to the Learning Agreement with a signature: faculty mentor, faculty advisor, on-site supervisor, and Career Development.
- Career Development and Faculty reserves the right to DENY the Learning Agreement if it is not filled out by the above requirements.

I, the Student, agree to:

- Perform, to the best of my abilities, those tasks assigned by my work supervisor which are related to my Learning Objectives and the responsibilities of this position. Practice professional behavior and attitude, as a representative of the Keystone College community.
- Follow all rules, regulations, and normal requirements of the organization. Be aware of, and complete, any documents required by the host organization. I understand that not doing so could result in being fired from the organization.
- Fulfill Learning Objectives stated in this agreement, along with any academic activities assigned by my faculty supervisor by deadlines established in the Learning Agreement. Not doing so can result in a failing grade.
- Determine with my faculty supervisor a regular system for communication during the internship. Notify the faculty supervisor AND Career Development immediately if problems are encountered during the internship.
- Provide Career Development with feedback at the end of the internship regarding the internship experience: a few paragraphs of my experience related to my career / professional growth, and whether I would recommend it to peers.
- Comply with any decision by Keystone College or the internship host organization to remove me from the internship due to failure to comply with their respective policies, procedures, requirements, and directives. Understand that removal from the internship can result in a failing grade.
- Understand that if an internship takes place in the summer, I am responsible to pay fees for those credits.
- Provide my department or faculty mentor with any documentation that they request while finalizing my internship registration, such as my student degree audit.

INTERNATIONAL STUDENTS/INTERNATIONAL INTERNSHIPS: When you submit this Learning Agreement, copies will automatically be sent to Career Development, as well as Global Education staff. Each of these persons will read and agree to the Learning Agreement before submitting it to the Faculty Mentor, Faculty Advisor and On-Site Supervisor. When all have submitted their portions, your registration will be complete and submitted to the registrar's office.

If you have ANY questions, please email Career Development (careers@keystone.edu)
BEFORE submitting Learning Agreement.