INTERNSHIP/UNDERGRADUATE RESEARCH LEARNING AGREEMENT FORM

The purpose of this form is to create a detailed commitment between the student completing the internship or undergraduate research and the organization.

Instructions: Students should complete Part I. The organization should fill out Part II. Both should discuss expectations and sign the form in Part III.

The student should take the completed and signed form to the Macaulay Honors College advisor prior to the first day of the internship. * The student must fill out the online internship evaluation at the end of the experience.

Please review our internship definition below:

Macaulay Honors College defines an internship as a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, an internship encompasses:

- Defined expectations
- Orientation and training
- Supervision and mentoring
- Evaluation of the experiences by both University Scholar and Supervisor
- Real work. While all entry-level positions involve clerical work, daily tasks in an internship should be substantive, with less than 35% clerical work.

Please see the last page for examples of substantive tasks interns can perform.

Fall/Spring Semester internships/undergraduate research: 10-12 weeks during academic year, 10-20 hours a week.
Summer internships/undergraduate research: Part-time, 6-10 weeks, 15-30 hours a week; Full-time, 6-8 weeks, 31+ hours per week.

I. STUDENT INFORMATION (to be completed by student and discussed with supervisor)

Student Name: ______________________________

Campus: ____________________________

Graduation Year: ________________________

Major: ____________________________ Minor: ____________________________

Current Address: ____________________________________________________________

Telephone: ____________________________ Email: ____________________________

Semester of Internship/ Undergraduate Research

☐ Fall ☐ Spring ☐ Summer ❏ Year ____________

*Note: There is a two week grace period for turning in this form to your Macaulay advisor. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund after the grace period has passed.
How does this internship/undergraduate research fit into your future career plans?

What are your learning objectives?

II. ORGANIZATIONAL INFORMATION (to be completed by supervisor and discussed with student)

Name of Organization: ____________________________________________

Supervisor: ___________________________ Title: ______________________

Department: __________________________

Mailing Address: __________________________________________________

STREET CITY STATE ZIP

Work Site Address: __________________________________________________

STREET CITY STATE ZIP

Telephone: _______________ Email: _________________________________

Type of Work Done by Employer: ______________________________________

The term of the internship/undergraduate research will be from:

________________________, 20____ to ______________________, 20____.  The intern/undergraduate researcher will be expected to work _____________ hours per week.

Is this internship/undergraduate research:

☐ Paid ☐ Unpaid ☐ Other

If receiving a stipend or other sources of funding for your internship or undergraduate research work you are not eligible to receive funding from the Opportunities Fund.

The organization will pay $_______ per ☐ hour ☐ month ☐ semester ☐ other

to the intern/undergraduate research student.

Please specify any other forms of compensation that will be made by the organization to the intern/undergraduate researcher (i.e. travel reimbursement, MetroCard, meal stipend, etc.):

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Intern’s/Undergraduate Researcher’s Title: ____________________________________________

Description of work intern/undergraduate researcher will accomplish (May be attached. Please use additional sheet if needed. Tasks should be less than 35% clerical):

Describe the career related skills the intern/undergraduate researcher will develop:

Describe the training and onsite supervision (Who will provide it? How frequently? What methods will be used?)

III. SIGNATURES (to be completed by student and supervisor)

The student and the supervisor have discussed job duties, learning goals, pay, and expected hours. The student and supervisor have or will discuss relevant policies and procedures and conduct and deportment in the workplace.

Signed (Student): _____________________________________________ (date) ________________

Signed (Supervisor): _____________________________________________ (date) ________________

Macaulay Advisor: _____________________________________________ (date) ________________

☐ Student copy ☐ Supervisor’s copy ☐ Macaulay Honors College copy

Note to student: To meet the internship/study abroad requirement, you must fill out the online internship evaluation at the end of the experience. This experience may meet the Macaulay internship requirement/be eligible for the Opportunities Fund if the internship meets the Macaulay Honors College guidelines listed on page one, subject to final approval by Macaulay Honors College.

Note to student and organization: Political lobbying may not occur during internship hours.

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Internship Definition and Examples of Substantive Tasks

An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, the internship encompasses defined expectations; real work; and dedicated orientation, training, supervision, and evaluation.

**Goals and Nature of Work**

- Clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed
- Varied tasks
- While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical.

**Substantive tasks involve decision-making and engage and develop the intern’s abilities.**

**Substantive tasks include:**

- Research
- Copyediting and writing
- Creating a website
- Designing publications
- Developing procedures
- Performing lab tests
- Interviewing patients
- Conducting surveys
- Writing marketing plan
- Creating financial forecast and cost recovery reports
- Performing software/hardware revisions
- Facilitating workshops
- Community outreach
- Preparing legal briefs

**Orientation, Training, and Supervision, and Evaluation**

- **Orientation** covering mission, goals, organizational structure, and department procedures and policies
- **Training** on technical systems and tasks intern will conduct
- Dedicated supervisor(s) giving continuous feedback and meeting regularly to discuss progress
- Dedicated mentor(s) (can be same person as supervisor) promoting reflection, encouraging professional development, advising on the industry or field, and assisting in building skills
- Opportunities to network with senior staff members
- Written evaluations of intern performance during the middle and end of the experience

**Timing**

- **Fall/Spring:** 10-12 weeks during academic year, 10-20 hours a week
- **Summer:** Part-time, 6-10 weeks, 15-30 hours a week; Full-time, 6-8 weeks, 31+ hours per week

**Preferred Additional Activities**

- Dedicated project(s) that students can work on during down-time
- Team projects among interns in the company/organization
- Presentation to staff members on activities
- Opportunities to view or participate in the work of other departments
- Extracurricular experiences with staff members such as staff outings
- Staff meetings or workshops open for the intern to attend
- Opportunities for increasing responsibility

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