

Remote Internship Workplace Agreement

Overview

This Internship Agreement outlines the student's internship experience. It includes:

Section A - Student Information
Section B - Employer Information
Section C - Course Information
Section D - Intern Position Information

Section E - Learning Outcomes
Section F - Employer/Intern Expectations
Section G - Faculty Expectations
Section H - Signatures

A. Student Information

Name:

Street:

City:

State:

Zip Code:

Tel 1:

Alt. Tel:

Email:

B. Employer Information

Organization Name:

Internship Supervisor's Name:

Internship Supervisor's Title:

Street:

City:

State:

Zip Code:

Tel 1:

Alt. Tel:

Email:

C. Course Information

Course Number:

Faculty Name:

Credits:

Academic Year:

Term:

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D. Internship Position Information

Internship Title:

Internship Location:

(If different from host site address above)

Start Date:

End Date:

Total Hrs.

Number of Weeks:

Hours per Week:

Detailed Project Description:

Assigned Responsibilities, Activities, Tasks, and Expected Deliverables:

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E. Learning Outcomes

Learning outcomes outline what the student intends to learn through this internship. Learning Outcomes should be developed by the intern in collaboration with their supervisor.

[Here is a helpful resource about writing learning outcomes.](#)

Associated tasks are the activities through which the learning objectives will be achieved and should connect with the responsibilities and tasks outlined in the project description above.

Products are deliverables or evidence of learning and should connect with results of research and innovation that will be of value to the employer. The products/outputs will include the biweekly status reports, the final project, and/or an end of semester presentation.

Please list at least 3 Learning Outcomes:

Learning Outcome:

Associated Tasks:

Products:

Learning Outcome:

Associated Tasks:

Products:

Learning Outcome:

Associated Tasks:

Products:

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F. Employer and Intern Expectations

Expectations of the Employer/Supervisor:

The following fields are employer-provided expectations for communicating with remote interns, scheduling/attending meetings, and additional General information as needed.

Communication:

Meetings:

General/Misc.:

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G. Instructor and Intern Expectations

Expectations of the Instructor:

The following fields are instructor-provided expectations for communicating with remote interns, scheduling/attending meetings, and additional General information as needed.

Communication:

Meetings:

General/Misc.:

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H. Remote Internship Agreement Form Signatures

Student Intern: I understand my job description and the tasks assigned to me related to the Learning Outcomes established for my internship. I agree to the expectations outlined by my supervisor.

Type Name:

Signature: _____

Date: _____

Supervisor: I understand my responsibilities in supervising the intern in executing the tasks assigned to them. I agree to the expectations outlined by the intern and commit to supporting them through this educational experience.

Type Name:

Signature: _____

Date: _____

Faculty Sponsor: I have discussed the academic component of this internship with the student intern. We have reached agreement on the learning objectives as indicated above. I will administer all necessary assignments and will conduct an assessment/evaluation.

Type Name:

Signature: _____

Date: _____