

## **INTERNSHIP AGREEMENT**

This is an agreement between the Colorado Mesa University Department of \_\_\_\_\_ (CMU), the organization hosting the internship \_\_\_\_\_, and the student \_\_\_\_\_. This agreement is to set the rules for an internship for which the student, upon satisfactory completion, will receive academic credit. The term of the internship is from \_\_\_\_\_ to \_\_\_\_\_ and/or until the student completes the agreed upon number of hours.

### A. Responsibilities of the Student

1. The student shall compile a list of learning objectives in accordance with department guidelines that are mutually agreeable to CMU, the organization, and the student.
2. The student shall complete a CMU Waiver of Liability, and turn it into CMU, before beginning the internship.
3. The student shall report to the organization during times mutually agreed upon by the organization and the student.
4. The student shall complete a total of \_\_\_\_\_ clock hours in performance of duties supporting the agreed upon learning objectives.
5. The student shall complete the Internship Experience Evaluation form provided by CMU at the end of the internship.
6. The student shall complete other program-specific requirements specified by CMU and attached to this contract.
7. The student shall register for \_\_\_\_\_ Internship, \_\_\_\_\_ credit hours and pay applicable tuition and fees to CMU. (Students must complete at least 45 clock hours for every 1 credit hour.)

### B. Responsibilities of the Organization

1. The organization will provide an experience supporting the agreed upon learning objectives and totaling \_\_\_\_\_ clock hours.
2. The organization will supervise the student.
3. The organization will complete the Internship Supervisor Evaluation Form provided by CMU at the end of the internship.

### C. Responsibilities of CMU

1. CMU will assist the student in determining the learning objectives, and shall be responsible for approval of the learning objectives described in item A.1, above.
2. CMU will award the student \_\_\_\_\_ semester credit hours under \_\_\_\_\_ upon successful completion of the internship.
3. CMU will award a grade for the student's work based on how well the student meets program-specific requirements.

### D. Other Areas of Agreement

1. All parties understand that the student is not entitled to employment at the conclusion of the internship period, but this agreement does not preclude the organization from hiring the student during or after the term of this agreement.
2. All parties understand that the organization may terminate this agreement for poor performance by the student.

3. All parties understand that the student is not obligated to accept an offer of employment during or at the conclusion of the internship period, and that the completion of their internship is not contingent on them accepting aforementioned job offer.
4. Student acknowledges and agrees that no tuition or fees will be reimbursed by CMU to Student and no credit hours awarded by CMU to the Student if the Student fails to complete the internship described in this Agreement for any reason at all including termination by the organization for poor performance.
5. Student must provide proof of Health Insurance and emergency contact information for any internship located outside the state of Colorado.

**ORGANIZATION**

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Site-Supervisor

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Title

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Site-Supervisor (signature)      Date

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Organization

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Address

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Email

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Phone**CMU FACULTY INTERNSHIP COORINDATOR**

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Faculty Coordinator (signature)      Date

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Faculty Coordinator

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@coloradomesa.edu  
Email

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Phone**STUDENT**

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Student (signature)      Date

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Email

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Phone**ACADEMIC DEPARTMENT HEAD**

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Department Head

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Department Head (signature)      Date