



# INDIANA UNIVERSITY

## Internship/Experiential Learning Policy Agreement for Supervisor and Student Approval

Students are encouraged to complete internships and experiential learning that will prepare them for a professional career. The National Association of Colleges and Employers (NACE) defines an internship as:

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.*

### By signing this form, you agree to the following terms:

- This internship is a legitimate learning experience and not wholly clerical or manual labor.
- The experience must be an extension of the classroom: a learning experience where knowledge in the classroom is applied. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise, educational and/or professional background in the field of the experience.
- Routine feedback will be provided by the experienced supervisor. The supervisor will periodically check the quality and appropriateness of the intern's work.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals. An orientation program and/or adequate training will be incorporate into the internship.
- Student will notify the school of any issues, problems, or concern with the internship in a timely manner. Employer will inform the school immediately when the student is not performing satisfactorily.
- Compensation will solely be determined between the student and employer.
- The school is not responsible/liable for any contract/agreement made directly between the student and employer.

### About the Internship/Experiential Learning Course:

For the accompanying course for this internship, the student will turn in weekly journal entries and a written report describing the activities they were involved in while completing the internship. The report could include but not limited to the nature of the project/assignment, objectives, organizational structure, and daily job duties. The student is required to work a minimum of **45 clock hours** per credit hour which must occur during the semester of enrollment. Mid-point and final evaluations are due from the student and employer and will be used to determine the final internship grade.

If you have any questions, please reach out to the Director of Career Services, Karley Clayton at [kamclay@iu.edu](mailto:kamclay@iu.edu).

### Please Acknowledge and Sign the Internship Policy Agreement:

Student's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Student Internship Job Title: \_\_\_\_\_ Credit hours: \_\_\_\_\_

Supervisor's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Job Title: \_\_\_\_\_ Email: \_\_\_\_\_