**

*NVU-Johnson Student Intern: Please read this letter with important information. Remove this page from the internship contract and give to your site supervisor before completing the contract.*

Dear Site Supervisor:

On behalf of Northern Vermont University-Johnson I would like to acknowledge your willingness to be an internship supervisor for one or more NVU-Johnson student. The NVU mission believes in the power of a liberal arts education to transform lives. We express this belief by providing high-impact, interdisciplinary learning experiences that cross academic and experiential boundaries; by creating opportunities for students to extend their classroom learning to the field, the laboratory, the studio, the community and the local and wider world. Your participation in internships helps us meet this goal and provide valuable hands-on learning experiences for our students.

You will receive an Internship Contract to complete with the NVU-Johnson student interning with you. We ask that you review the contract carefully and assist the student in completing the sections that pertain to the site, the internship dates and credits, and the job description (duties and responsibilities of the intern, as well as details about supervision, evaluation, and training opportunities). The student’s faculty supervisor will work with the student to complete the sections relative to learning objectives and academic requirements. The student is responsible for obtaining all signatures. After I have approved the Internship Contract, it will be forwarded to the Registrar’s Office and the student will be registered for the credits.

Upon approval of the contract, the student intern, site supervisor and faculty supervisor will receive a scanned PDF copy of the contract (and an Internship Guide). The Internship Contract *must* be approved by all parties before the student begins the internship.

If you have questions or concerns about this internship, please share them with the faculty supervisor listed on the Internship Contract or you can contact the Office of the Provost at 802-635-1242. In closing, we appreciate and value your role in internship experiences for our students.

Sincerely,

Nolan Atkins

Nolan Atkins, Provost

Northern Vermont University-Johnson, 337 College Hill, Johnson, VT 05656

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# Northern Vermont University-Johnson

## *Internship Contract*

*DIRECTIONS: This contract must be typed. Please type all information requested or type N/A (not applicable) if you wish to leave the item blank. Students must have an approved internship contract on file before beginning their internship and to be registered for the internship credits.*

**STUDENT INFORMATION:**

Student's Name: enter text. Student ID#: enter text.

Mark one box with an X: Campus-based Student? enter text. Distant Learning Student? enter text.

Note: If you are an international student, please contact Elga Gruner, International Admissions Coordinator

at Elga.Gruner@NorthernVermont.edu

Local Address: enter text.

Local Telephone: enter text.  
Email Address: enter text.  
Cumulative GPA: enter text.

Faculty Supervisor Name:

Email:

Telephone:

337 College Hill

Johnson, VT 05656

Academic Advisor’s Name: enter text.  
Academic Advisor’s Email: enter text.

**SITE INFORMATION:**

Site Name: enter text.   
Site Address: enter text.

Site Supervisor: enter text.

Supervisor’s Title: enter text.  
Phone#: enter text.

Email Address: enter text.

**INTERNSHIP INFORMATION:**Term (mark one box with an x): Summer: enter text. Fall: enter text. Spring: enter text.

Academic Discipline (three-letter designator, e.g., BUS for Business, OER for Outdoor Education): enter text.

Credit level requested: (lower level) 2810 enter text. (upper level) 4810 enter text.

Number of credits requested: enter text. and the completion of enter text. hours

*Note: Usually 3–12 credits, 45 hours per credit required; maximum of 12 credits for internships.*

Grade Type. Please select one and mark with an X. Letter Grade (A-F): enter text. Pass/No Pass: enter text.

Starting Date (month/day/year): enter text. End Date: enter text.

## Job Description

*(This section of the contract is completed by the student in conjunction with the site supervisor.)*

Job Title Hours per Week Wage

|  |  |  |
| --- | --- | --- |
| enter text. | enter text. | enter text. |
| enter text. | enter text. | enter text. |

**Duties and Responsibilities** (If there is a formal job description, please attach it to this document)**:** enter text.

**Special Projects:** enter text.

**Supervision: Northern Vermont University-Johnson expects that time will be set aside each week for the student and supervisor to meet and discuss issues, share concerns, reveal discoveries, and offer reflection.  To whom will the student report and how often?** enter text.

**How often will the student's work be checked or reviewed?** enter text.

**Evaluation: What criteria will be utilized to evaluate the student intern?** (i.e., What are the work skills, qualities, characteristics, etc. that will be evaluated). You may attach an agency evaluation form if applicable. enter text.

**Job Scope: With what other employees, departments, and /or community collaboratives will the student interact?** enter text.

**Where and when will the student interact with customers or clients?** enter text.

**What are the experience or education requirements for this position?** enter text.

**Professional Development: What training will the student receive while in this position, (i.e., orientation, on-the-job training, specific training topics)?** enter text.

*Please continue to next page to complete the learning objectives.*

**Learning Objectives**

*(A minimum of three learning objectives are required; the Learning Objectives portion of the contract is completed by the student in conjunction with the NVU-Johnson faculty supervisor.)*

**Skills and Objectives Specific Job Tasks and Responsibilities**

**to Be Achieved Related to Achievement of Skills/Objectives**

|  |  |
| --- | --- |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

## Options for Academic Requirements

**Due Date**A. Research Paper/Writing Assignment: Click here to enter topic of paper and due date.

B. Progress Reports: Click here to enter text.

C. Reflective Journals: Click here to enter text.

D. Portfolio of Work Samples: Click here to enter text.

E. Oral Presentation: Click here to enter text.

F. Evaluations: Mid-term evaluation due: Click here to enter text.   
 End-of-term evaluation due: Click here to enter text.

G. Final Reflection Synthesis Paper: Click here to enter text.

H. Timesheet indicating Click here to enter #hours.

I. (Specify other requirements): Click here to enter text.

**Internship Success Story** for NVU Marketing: Submit two (or more) high-resolution photographs of yourself (a head shot and an image on-site) and answer these questions:

1. Briefly describe your role.
2. What were the two best things about your internship?

Please send this to your faculty supervisor by the of the semester who will forward to the marketing department.

*Please continue to next page to complete the Cooperative Education Agreement.*

**Northern Vermont University-Johnson Internship Program**

**COOPERATIVE EDUCATION AGREEMENT**

This is a contract between the student, the site supervisor/site agency, and the faculty supervisor/Northern Vermont University-Johnson. The responsibilities of all parties participating in this internship are outlined below.

1. **Responsibilities of Northern Vermont University-Johnson:**
2. Establish University policies and standards for the conduct of its co-op/internship program and to make policies and standards available to the Site Sponsor
3. The University will award academic credit
4. Will maintain general liability insurance in an amount not less than one million dollars. The University will provide evidence of such insurance coverage to the Site Sponsor upon request
5. Enforce any additional rules and procedures that are mutually agreed upon in writing between the University and the Site Sponsor
6. **Responsibilities of Northern Vermont University faculty supervisor:**
7. Assist student in internship site exploration, site selection, and contract negotiation
8. Certify the student’s academic eligibility to participate in an internship assignment
9. Discuss appropriate internship conduct with his/her intern
10. Encourage the student’s productive contribution to the overall mission of the Site Sponsor
11. Oversee the internship progress which includes scheduling meetings with the student intern, conducting site visits (where appropriate and possible), providing academic supervision of the student, and assessing the student’s academic progress
12. Maintain communication with the Site Supervisor and/or Site Agency to ensure that the student is progressing satisfactorily, using the NVU-Johnson Internship Evaluation Form
13. Submit a ‘Pass/No Pass’ or a letter grade, as per the student’s request, at the end of the internship
14. Enforce any additional rules and procedures that are mutually agreed upon in writing, between the University and the Site Sponsor
15. **Responsibilities of Cooperating Site:**
16. Site Agency will designate the appropriate employee to serve as the student’s Site Supervisor
17. Site Agency will make available equipment, supplies, and space necessary for the student to perform his/her duties
18. Site Agency will provide a safe working environment
19. Site Agency will not displace regular workers with students secured through internship referral
20. Site agency will not discriminate in employment policies or practices on the basis of race, color, creed, gender, sexual orientation, gender identity or gender expression, qualified disability, national or ethnic origin, marital status, religion, age, or veteran's status
21. **Responsibilities of Site Supervisor:**
22. Site Supervisor will help the student complete the job-description specifics of the internship contract
23. Will be the principle agent for providing experiential learning
24. Designate an employee to serve as the student’s mentor with responsibilities to help orient the student to the site and its cultures, to assist in the development of learning objectives, to confer regularly with the student and their faculty supervisor and to monitor the progress of the student
25. As per the contract, complete bi-weekly reports, and/or a midterm evaluation and a final evaluation of the student’s work performance, and will submit these evaluations to the Northern Vermont University faculty supervisor
26. Make available equipment, supplies, and space necessary for the student to perform their duties
27. Provide a safe working environment
28. Site agency will operate with ethical behavior and demonstrate respect for key moral principles that include honesty, fairness, equality, dignity, diversity and individual rights
29. Allow a faculty representative to visit the worksite to confer with the student and their supervisor
30. Will contact the University’s faculty supervisor as early as possible if a problem arises during the internship
31. **Responsibilities of Student Intern**
32. Student must submit the completed/signed internship contract to the Office of Academic Affairs for final approval before beginning their internship. Once approved, the Office of Academic Affairs will forward the internship contract to the Student Administrative Services Office for registration of the internship credits
33. Maintain student status and abide by the regulations, policies, and practices of both the internship site and the University
34. Adhere to the standards of the profession and act accordingly
35. Strive to learn as much as possible from the Site Supervisor regarding job experience, work attitude, and skill development
36. Honor the confidentiality of any information about individuals, students, staff, or internship site
37. Utilize supervision and be open to direction and constructive criticism
38. Take responsibility for their own preparation and readiness to contribute effectively to assigned tasks
39. Contact the Faculty Supervisor if there are questions or concerns related to the internship
40. Maintain personal health, accident, disability, and hospitalization insurance coverage, as well as professional liability insurance if applicable
41. Complete a mid-term evaluation and final self-evaluation, or other pre-determined evaluation criteria
42. Complete all academic requirements agreed upon and as outlined within the internship contract

**Terms of Internship Arrangement**

The Internship Site or the University reserves the right to terminate the internship at any time for just cause. However, consultation between both parties will take place prior to such action. Should termination occur at the Site’s request, the Site Supervisor will provide the Northern Vermont University faculty supervisor with an evaluation of the student’s work performance prior to termination and an official letter regarding the reason for termination. The University may request termination of the arrangement for any student not complying with University guidelines and procedures for the Internship program.

## *Please continue to the next page to complete the signature page.*

## Approval Signatures

This application is not valid until all of the following signatures are obtained; **typed signatures are *not* allowed.**

The student intern is responsible for obtaining these approval signatures and attaching to this contract. Methods to secure the signature include:

* hard copy with original signatures OR
* faxed (to a mutually approved fax #) OR
* scanned and sent as an email attachment.

Students must have an approved internship contract on file with the NVU-Johnson Office of the Provost *before* beginning their internship and must be registered for the internship credits. By signing below, as an NVU-Johnson student intern you are indicating that you agree to the contents of this contract.

**Student Name:** Click here to enter student name

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Signature Date

**Site Supervisor Name:** Click here to enter site supervisor name.  
  
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Signature Date

**Academic Advisor Name (recommended, not required):** Click here to enter academic advisor name.

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Signature Date

**Faculty Supervisor Name:** Click here to enter faculty supervisor name.

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Signature Date

**Department Chair Name:** Click here to enter department chair name.

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Signature Date

**Provost: Nolan Atkins**

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Signature Date

*(form updated 7/16/2020)*