



Northern Vermont UNIVERSITY

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 wonderful 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. Once you have completed your parts and reviewed the responsibilities outlined within the Cooperative Education Agreement (CEA) section of the contract (pages 5 and 6), please sign the contract. The student will obtain the remaining 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.

Once the internship contract has been approved by the Assistant Academic Dean, Jo Ann Lamore, all parties will receive a scanned PDF copy of the contract (and links to Student and Employer Internship Guides). 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 may contact Ellen Hill, NVU-Johnson Internship Coordinator at Ellen.Hill@NorthernVermont.edu or 802-635-1439 or you can reach me in the Office of Academic Affairs (Jo.Lamore@Northern.Vermont.edu or 802-635-1243. In closing, we appreciate and value your role in internship experiences for our students.

Sincerely,

Jo Ann Lamore

Jo Ann Lamore, Assistant Academic Dean
Northern Vermont University-Johnson, 337 College Hill, Johnson, VT 05656



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: NVU-Johnson campus-based Student? enter text. NVU Distant Learning Student? enter text.

Local Address: enter text.

Local Telephone: enter text.

Email Address: enter text.

Cumulative GPA: enter text.

Academic Advisor's Name: enter text.

Academic Advisor's Email: enter text.

Faculty Supervisor Name:

Email:

Telephone:

337 College Hill

Johnson, VT 05656

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 to Be Achieved	Specific Job Tasks and Responsibilities 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 Ellen Hill, Internship Coordinator, Northern Vermont University-Johnson, at Ellen.Hill@NorthernVermont.edu by the of the semester.

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.

I. Responsibilities of Northern Vermont University-Johnson:

1. Maintain the confidentiality of any information designated by the Site Supervisor.
2. 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 Supervisor upon request.

II. Responsibilities of Northern Vermont University faculty supervisor:

1. Assist student in internship site exploration, site selection, and contract negotiation.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Discuss appropriate internship conduct with his/her intern.
4. 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.
5. 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.
6. Submit a 'Pass/No Pass' or a letter grade, as per the student's request, at the end of the internship.
7. Enforce any additional rules and procedures that are mutually agreed upon in advance, in writing, between the University and the Site Sponsor.

III. Responsibilities of Cooperating Site:

1. Site Agency will designate the appropriate employee to serve as the student's Site Supervisor.
2. Site Agency will make available equipment, supplies, and space necessary for the student to perform his/her duties.
3. Site Agency will provide a safe working environment.
4. Site Agency will not displace regular workers with students secured through internship referral.
5. Site Agency will not discriminate in employment policies or practices on the basis of race, creed, sex, color, national or ethnic origin, marital status, veteran status, religion, sex, sexual orientation, age or qualified handicap.

IV. Responsibilities of Site Supervisor:

1. Site Supervisor will help the student complete the job-description specifics of the internship contract, orient the student to the site and its culture, confer regularly with the student and his/her faculty supervisor, serve as the principle agent for providing experiential learning, and monitor progress of the student.
2. Site Supervisor will complete progress reports, if requested, 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 upon request and/or as per the internship contract.
3. Site Supervisor will contact the University's faculty supervisor as early as possible if any issues or concerns arise during the internship.
4. Site Supervisor will allow a faculty representative to visit the worksite to confer with the student and his/her supervisor.

V. Responsibilities of Student Intern

1. 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.
2. Maintain student status and abide by the regulations, policies, and practices of both the internship site and the University.
3. Adhere to the standards of the profession and act accordingly.
4. Strive to learn as much as possible from the Site Supervisor regarding job experience, work attitude, and skill development.
5. Honor the confidentiality of any information about individuals, students, staff, or internship site.
6. Utilize supervision and be open to direction and constructive criticism.
7. Take responsibility for his/her own preparation and readiness to contribute effectively to assigned tasks.
8. Contact the Faculty Supervisor if there are questions or concerns related to the internship.
9. Maintain personal health, accident, disability, and hospitalization insurance coverage as well as professional liability insurance if applicable.
10. Complete a mid-term evaluation and final self-evaluation, or other pre-determined evaluation criteria.
11. 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**. Signing below indicates approval of both the Internship Contract and the Cooperative Educational Agreement.

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 Academic Affairs *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

Signature Date

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

Signature Date

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

Signature Date

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

Signature Date

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

Signature Date

Assistant Academic Dean: Jo Ann Lamore

Signature Date

(form updated 6/3/2019)