

## Internship Student Learning Plan

### Course Information

Year: \_\_\_\_\_ Semester:  Fall  Spring  Summer RTM693A:  RTM693B

Name of Course Instructor \_\_\_\_\_ Email \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_

Internship Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Total Hours \_\_\_\_\_

### Student Information

Name of Student \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip-code \_\_\_\_\_

Student's Emergency Contact: Name \_\_\_\_\_ Phone # \_\_\_\_\_

### Internship Agency and Supervisor Information

Name of Agency \_\_\_\_\_

Address of Agency \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip-code \_\_\_\_\_

Name of Agency Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

### Responsibilities of the Agency as a Field Training Site

**IMPORTANT NOTE:** Internship hours cannot begin until a contract is in place between the agency and the university; until the student submits to the university internship coordinator all internship related forms.

- A. Interview and select students in conjunction with the Internship Coordinator.
- B. Assign a qualified staff member(s) to supervise the Student Intern and provide the staff member(s) with sufficient time to undertake this responsibility.
- C. **Develop learning objectives for the Intern(s) experience.** It is expected that the student will be given opportunities to strengthen skills and knowledge learned in the classroom. Examples of these skills and knowledge are as follow: Leadership skills, supervisory skills, needs and interests of diverse individuals and groups, functioning as a team, ethical/professional competence, written and oral skills, critical thinking, analytic skills, problem solving, and use of technology. The agency should develop specific tasks or

responsibilities through which the student will demonstrate these skills and knowledge and fulfill the student's learning objectives.

- D. Prepare the staff for the arrival of the Intern(s). Inform personnel as to their role(s) in assisting the educational process of the Intern(s).
- E. Provide the Intern(s) with an in-depth orientation to the agency and all relevant policies and procedures.
- F. Invite Intern(s) to participate in staff meetings and other educational opportunities available in the Agency.
- G. Provide appropriate physical arrangements for Intern(s), such as office and desk space, use of telephone, e-mail, and etc.
- H. Introduce Intern(s) to career opportunities within the agency and the profession.
- I. Inform the Internship Coordinator immediately of any changes in the supervision of the intern student.**

**The Internship Student's Major Assignments / Responsibilities**

Please describe the internship student's major assignments/responsibilities (Established by the agency supervisor and student intern). Attach a separate sheet if more space is needed.

| <b>Major Assignments / Responsibilities</b> |  |
|---|--|
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |

| <b>Major Assignments / Responsibilities</b> |  |
|---|--|
| 6.  |  |
| 7.  |  |
| 8.  |  |
| 9.  |  |
| 10.   |  |

### **The Internship Student's Learning Objectives**

Please describe the specific learning objectives of the internship experience for the internship student's. In other words, what is the student expected to learn from the internship experience. Attach a separate sheet if more space is needed.

| <b>The Internship Student's Learning Objectives</b> |  |
|---|--|
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |

| <b>The Internship Student's Learning Objectives</b> |  |
|---|--|
| 6.  |  |
| 7.  |  |
| 8.  |  |
| 9.  |  |
| 10.   |  |
| 11.   |  |
| 12.   |  |
| 13.   |  |
| 14.   |  |
| 15.   |  |

**Inherent Risks**

Please list all known risks inherent to the internship environment associated with your organization (facility hazard, location concerns, personal issues, and etc.). Attach a separate sheet if more space is needed.

This agency \_\_\_\_\_ hereby accepts the student and agrees to give this student an orientation to the policies and procedures necessary for the practicum and develop and monitor specific learning objectives, beginning on the starting date indicated for the total number of required hours as noted above.

**The Agency Supervisor:**

Agrees to guide this student's work and submit a mid-semester and final evaluation of his/her achievement.

Agrees to discuss any concerns about the student's performance with the student directly and with the internship coordinator.

Agency Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Internship Coordinator:**

I have examined and approved \_\_\_\_\_'s *Internship Learning Plan*.

Internship Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Initials \_\_\_\_\_

**The Student:**

Agrees to act in a responsible manner while representing California State University at the internship placement site, and abide by all rules and regulations that govern the site in which he/she has been placed.

Understands the connection between the course, and the learning objectives to be fulfilled at the internship site.

Understands that while participating in this internship transportation to and from the internship site as well as all transportation needs while participating in the internship shall be the sole responsibility of the student. Neither the University nor the Internship site shall assume responsibility or liability for student transportation.

Understands that while enrolled in the Internship Program student is in attendance for educational purposes and is not considered an employee of the University for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance.

Has participated in internship orientation and read the guidelines and limitations, and understands his/her role as an internship student in working with the community partner.

Understands the following risks may exist with this internship placement, and enters into this placement fully informed and aware.

**Risks**

Agrees to devote \_\_\_\_\_ hours per week for a total of \_\_\_\_\_ hours, effective from \_\_\_\_\_ (mm/dd/yyyy) to \_\_\_\_\_ (mm/dd/yyyy) in order to fulfill the learning objectives described above.

Agrees to complete any forms, evaluations, and other paperwork required by either the internship coordinator or the agency supervisor.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return these forms to RTM internship coordinator prior to the start of your internship.**