



INTERNSHIP CONTRACT - CREDIT

Career Planning Center • 100 College Drive, Allentown, PA 18104 • 610-606-4648

It is the student's responsibility to complete this form, obtain necessary signatures, and return to the Career Planning Center.

Name _____ Student ID# _____

Major _____ GPA _____ Anticipated Graduation (Month/Year) _____

Campus phone/e-mail _____ Box # _____

Credits: 3 or 6 (Internships of more than 3 credits in the summer and 6 credits in the fall and spring must be pre-approved by the Department Chair. Additional signatures may be required.)

Circle One: Fall Spring Summer Year _____

Circle One: Non-paid Paid

Internship Site _____

Supervisor's Name & Job Title _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

Intern Job Title _____

Start Date _____ End Date _____ Total Weeks/hrs _____

Description of Internship

Please obtain a description of position duties from the Site Supervisor and attach to this contract on a separate page.

A. Site Supervisor Responsibilities

- Provide a job description to student for approval by a faculty supervisor.
- Provide orientation, supervision, and work projects to student intern.
- Meet regularly with intern to provide feedback on performance, assessment of work accomplished, and direction for future tasks.
- Complete mid-term evaluation of intern's performance, discuss it with the intern, submit to CCC Career Planning Center.
- Complete final evaluation of intern's performance, discuss it with the intern, submit to CCC Career Planning Center. (Evaluations will be filed by the Career Planning Center at Cedar Crest College. Copies will not be distributed to the student)

B. Faculty Supervisor Responsibilities

- Approve appropriateness of internship for the student's program & credit allocation.
- Determine learning outcomes of the internship experience.
- Meet regularly with student to discuss work completed, professional experience gained, and problems encountered during the internship experience.
- At mid-semester and semester's end, meet with student to review site supervisor evaluation and discuss items important to the student's professional development
- Evaluate and assign final grade (**letter grade or P/F credit**).

Rationale for awarding credit & method of evaluation:

Assignment Due Date: _____

C. Student Responsibilities

- After meeting with site supervisor and faculty supervisor, prepare description of internship and obtain necessary approvals.
- Read and agree to abide by Internship Guidelines set forth by the Career Planning Center.
- Complete **MINIMUM** of 120 hrs for 3 credits, 240 for 6 credits. This will consist of 12 weeks in the Fall and Spring semesters and 10 weeks in the Summer. (Forensic Science Program requires a minimum of 240 hours and 10 weeks in the summer).
- Complete and submit all assignments to the *Faculty Supervisor* as specified.
- Complete an evaluation form and submit to Career Planning Center.

(Note: Credits granted on a pass/fail basis do not count as graded academic credits for graduation with honors or membership in academic honor societies.)

D. Academic Advisor Responsibilities

- Advise and counsel student regarding departmental prerequisites and appropriate credit load.

E. Career Planning Center Responsibilities

- Assist students in the internship application process.
- Review student site evaluation forms.

F. Signatures

Student: _____ Print Name: _____ Date: _____

Site Supervisor: _____ Print Name _____ Date: _____

Academic Advisor: _____ Print Name _____ Date: _____

Faculty Supervisor: _____ Print Name _____ Date: _____

Career Planning: _____ Print Name _____ Date: _____

Section G is required for approval of internships over 3 credit hours in the summer and over 6 credit hours in the fall and spring. Additional signatures may be required.

G. Department Chair Signature

Department Chair: _____ Print Name _____ Date: _____

Copies to: Registrar's Office, Faculty Supervisor, & Site Supervisor