

INTERNSHIP LEARNING AGREEMENT (ILA) for GLC 688

Please return this form to: Dr. Chris Pennuto pennutcm@buffalostate.edu, 878-4105 (office) prior to start of student's internship.

1. INTERNSHIP SITE SUPERVISOR

(This section must be completed and signed by the Site Supervisor or appropriate Site Representative):

Site Supervisor Name _____ Phone _____

Title/Dept. _____ Email _____

Company Name _____ Fax _____

Address _____

SITE SUPERVISOR RESPONSIBILITIES

Our academic institution greatly appreciates your participation in our internship program. Your role is integral to the student's internship experience and success.

As a site supervisor for this internship, I agree to

- clearly discuss the requirements of the internship with the student intern;
- work with the student to complete on-site goals, duties and learning objectives;
- work with the student to identify a research project on a Great Lakes environmental science topic to be addressed during the internship experience;
- provide ongoing supervision and feedback to the student on their performance;
- talk with the Faculty Internship Supervisor and/or meet with their during a site visit;
- complete an evaluation of the student's performance that summarizes the student's work and recommends a grade.

Site Supervisor Signature: _____ **Date:** _____

Internship Description and List of Duties (Please include specific intern duties or indicate approval of duties already listed below.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please add additional duties as appropriate:

2. STUDENT INTERN

Name _____ Major _____
Phone _____ Cell Phone _____
Email _____ Term/year in which you are seeking credit: _____

Important Reminders:

1. The Faculty Internship Supervisor is the ONLY person who can give initial approval of an internship for academic credit.
2. To ensure proper internship credit, the ILA MUST be completed and signed by the Student, Site Supervisor and Faculty Internship Supervisor.
3. In order to register for an internship, the following prerequisites must be met:

Prerequisites for GLC 688

- PSM 601 or 602
- background of courses or experience within area of interest
- minimum cumulative GPA of 3.0

STUDENT INTERN RESPONSIBILITIES

As a student seeking credit for an internship experience, I agree to

- obtain proper approval from my Faculty Internship Supervisor;
- complete the Internship Learning Agreement and submit it to the Faculty Internship Supervisor in a timely fashion;
- perform to the best of my ability those tasks assigned by my Site Supervisor which are related to my learning objectives and to the responsibilities of this position;
- follow all the rules, regulations and normal requirements of the internship site;
- complete the academic requirements, including completing a research project paper on a Great Lakes environmental science topic addressed during the internship, outlined in this ILA under the guidance of my Faculty Internship Supervisor;
- notify the Site Supervisor and the Faculty Internship Supervisor of any changes I need to make in this agreement or of any problems that may develop during the on-the- job experience.

Student Signature: _____ **Date:** _____

3. FACULTY INTERNSHIP SUPERVISOR

(This section must be completed and signed by the Faculty Internship Supervisor or designated departmental representative):

Faculty Internship Supervisor Name _____

Affiliation/Department _____

Address _____

Phone _____ Email _____

FACULTY INTERNSHIP SUPERVISOR RESPONSIBILITIES

Academic Criteria: See the department's Internship Syllabus for specific academic requirements.

As a Faculty Internship Supervisor, I agree to

- assess the student's learning based upon internship duties listed in the ILA; a daily journal kept by the student; the research project paper on a Great Lakes environmental science topic addressed during the internship experience; the student's paper on the application of professional science PLUS course fundamentals on their internship project; the completion of the specified hours at the internship site; the Site Supervisor's evaluation; the internship experience presentation.

Faculty Internship Supervisor Signature: _____ **Date:** _____