

# REGISTRATION FOR INTERNSHIP - LEARNING CONTRACT

Name \_\_\_\_\_ ID# \_\_\_\_\_ Major \_\_\_\_\_ Box \_\_\_\_\_ Phone \_\_\_\_\_ Term \_\_\_\_\_

Site Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Intern's Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Faculty Moderator \_\_\_\_\_ Dept \_\_\_\_\_ No. Credits \_\_\_\_\_ Grading: A/F \_\_\_\_\_ H/S/U \_\_\_\_\_

<u>LEARNING GOALS (1-5):</u>	<u>OBJECTIVES/RESPONSIBILITIES/ ACTIVITIES TO MEET GOAL:</u>	<u>MEANS OF EVALUATION:</u> Examples: Journal, Portfolio, Reports, Required Readings, Annotated Bibliography, Final Paper, Presentation (See Reverse Side for Additional Evaluation Methods)

**ATTACH SHEET FOR ADDITIONAL GOALS, OBJECTIVES, EVALUATION METHODS**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ FACULTY MODERATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ LIBERAL STUDIES ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
(Required for Liberal Studies Majors)

SITE SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ DEPARTMENT CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ INTERNSHIP COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_

**COLLEGE OF SAINT BENEDICT / SAINT JOHN'S UNIVERSITY INTERNSHIP PROGRAM GUIDELINES**

*Please read these Guidelines carefully before completing the form.*

To apply for credit for an authorized internship, you must complete the *REGISTRATION FOR INTERNSHIP – LEARNING CONTRACT*.

This form is available from the Internship Office and the Registrar. **Students are eligible to register for an internship only if they have:**

Completed the *Registration for Internship – Learning Contract*

Seniors (or 4<sup>th</sup> year students) - applied for graduation

**Settled all current charges with the Student Accounts Office**

**If any of the items are not complete, the student may not begin work at the internship site.** Failure to comply with any of these requirements may jeopardize the student's ability to earn academic credit for the internship.

**A. APPLICATION PROCESS:** Students will register for internship credits the semester before they plan to intern by completing these steps:

- (1) Find a faculty moderator in the department where you plan to earn credit.
- (2) Make an appointment to pick up a registration packet at the Internship Office by phoning 363-5799.
- (3) Attend a mandatory *Legal and Professional Issues Session*. **See internship website calendar for dates:** [www.csb/sju.edu/internship](http://www.csb/sju.edu/internship)

**B. REGISTRATION INSTRUCTIONS:** *See internship website for additional information on registering for an internship:* [www.csbju.edu/internship](http://www.csbju.edu/internship)

- (1) When registering for the next semester's classes, indicate your intent to register for an internship through Banner Web Self Service by requesting DNA-397-01A and indicating the number of credits you plan to earn. Check the internship information section of the Class Schedule for the appropriate CRN number.
- (2) Prepare the *REGISTRATION FOR INTERNSHIP – LEARNING CONTRACT*. Ask your faculty moderator(s) and the internship host supervisor for suggestions regarding your goals and objectives. With your faculty moderator(s), determine the means of evaluation.
- (3) After completing the registration form, obtain the signature of the faculty moderator, department chairperson and site supervisor.
- (4) Return forms to the Internship Office to obtain the Internship Coordinator's signature. **The deadline for turning in registration forms is one week before the end of the semester preceding your internship.** Extensions beyond that date require prior permission from the Internship Coordinator.
- (5) Check with other departments as needed:
  - (a) Student Accounts Office to discuss tuition fees and your account status. Spring and Fall tuition fees are the same as for other academic credits. Summer internship tuition fees are determined in March of each year.
  - (b) Financial Aid Office regarding your financial aid.
  - (c) Residential Life Office regarding housing during and after your internship.
  - (d) Registrar's Office if you are moving to a new address for the internship.

**C. ADDITIONAL EVALUATION METHODS DURING INTERNSHIP:** *In addition to the means of evaluation determined between you and your faculty moderator(s), you will also be responsible for:*

Regular conferences with internship host supervisor  
Regular contacts with faculty moderator(s)  
Site visit/conference call with host supervisor and faculty moderator  
Reports and Evaluations required by the Internship Office  
Post-Internship Sessions

**D. OTHER RESPONSIBILITIES OF STUDENT-INTERN:** Before you begin your internship, you and your faculty moderator will need to sign the *CSB/SJU Internship Agreement and Release* form. ***This release specifies that:***

You have obtained sufficient health, accident, disability and hospitalization insurance to cover you during the internship.

You have the obligation to disclose all the relevant, pertinent information that could affect your ability to successfully complete the internship.

You will conduct yourself with professional decorum.

You agree to be bound by the expectations and directives set forth in the CSB/SJU Student Handbook, and related applicable policies and procedures while participating in the internship.

**You also agree that:**

You acknowledge your responsibility to ascertain the nature of potential risks or hazards associated with the internship and to conduct yourself with reasonable care.

The internship is for educational purposes only and has a pre-determined termination date.

CSB/SJU does not have an obligation to provide you with insurance coverage or reimbursement for medical care.

CSB/SJU assumes no liability for personal injury or illness you may suffer in the course of your internship.

CSB/SJU has no liability for personal injury or property damage that may result from your use of your own vehicle or the organization's vehicle for the benefit of the organization with whom you perform your internship.

CSB/SJU is not responsible for any lost, stolen or damaged personal property.

CSB/SJU will not be liable for any claims, demands, injuries, etc. to you or to your property arising out of or in connection with the internship you agreed to release, discharge and covenant not to sue CSB/SJU for any injury or harm resulting from your participation in the internship.

You agree to indemnify and hold harmless CSB/SJU from any and all liability, loss, damage or injury incurred by you while participating in the internship.

Finally, you will acknowledge that you may be terminated from your internship because of conduct that might bring the organization into disrepute of the internship into jeopardy, or which might adversely affect CSB/SJU. A decision to terminate you from the internship will be final and may result in your receiving no academic credit.