

# INTERNSHIP SITE INFORMATION

**COLLEGE FOR CREATIVE STUDIES**  
www.collegeforcreativestudies.edu

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Major/Concentration \_\_\_\_\_  
Date of Graduation \_\_\_\_\_

Supervisor Name \_\_\_\_\_  
Title \_\_\_\_\_

Internship Site \_\_\_\_\_  
www. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_  
InternPhone \_\_\_\_\_

SupervisorEmail \_\_\_\_\_

Start Date of Internship \_\_\_\_\_  
End Date of Internship \_\_\_\_\_

Total Number of Hours to be worked per week: \_\_\_\_\_

Is the Internship Paid or Unpaid? If paid, list the negotiated pay rate and any benefits:

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

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

## "FOR CREDIT" Internship Learning Contract

Student Name \_\_\_\_\_ Email \_\_\_\_\_

Internship Site \_\_\_\_\_

### The Internship

**Job Description:** Describe the role and responsibilities of the internship. Include duties, projects to complete, etc. (To be completed by the site supervisor)

**Mentoring:** Describe the mentoring to be provided by the Internship Site. What kind of orientation, instruction, assistance, supervision, etc. will be received, from whom, and how often?  
(To be completed by site supervisor.)

### The Learning

**Learning Outcomes:** At the conclusion of this course, we want the student to be able to: Be as specific as possible. (To be completed by site supervisor.)

## The Agreement

First and foremost, this is an educational experience. The intern has committed to the internship site for the entire semester. This is a CLASS with other criteria besides showing up for work.

With this in mind, the intern agrees to:

Complete the requirements of the internship program.

Abide by the personnel policies of the internship site; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.

Perform duties in an ethical and professional manner.

Maintain confidentiality concerning any sensitive information encountered in the workplace.

Maintain the highest quality of classroom work on campus as well as the internship program requirements.

## Signatures

Internship Site Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Student Intern \_\_\_\_\_

Date \_\_\_\_\_

## Covid-19 Agreement

If the internship should become in-person, \_\_\_\_\_ (internship site) understands that its part of the Learning Contract with College for Creative Studies requires that the above mentioned internship site takes reasonable and appropriate measures to protect the health and safety of the intern. The internship site affirms that it is following state and local health protocols and is providing appropriate Personal Protective Equipment (PPE) for [College] interns.

Internship Site Supervisor \_\_\_\_\_

Date \_\_\_\_\_