UNIV 2001 Elective Internship
Student Learning & Employer Agreement

STUDENT INSTRUCTIONS: Complete this page and have your employer initial that they have reviewed the information provided. Once you have completed the Student Learning & Employer Agreement form with the employer, email to gwintern@gwu.edu no later than MAY 30, 2016.

<table>
<thead>
<tr>
<th>Name: First and Last Name</th>
<th>GWID:</th>
<th>Email:</th>
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</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>GW School: ex. CCAS, ESIA</td>
<td>Expected Graduation Date:</td>
</tr>
<tr>
<td>Major:</td>
<td>Total Credit Hours Completed Through Spring 2016:</td>
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EMPLOYER ORGANIZATION INFORMATION:

<table>
<thead>
<tr>
<th>Organization Name:</th>
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<tbody>
<tr>
<td>Organization Address:</td>
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<td>Organization Phone Number:</td>
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SUPERVISOR INFORMATION:

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<thead>
<tr>
<th>Supervisor Name:</th>
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<tbody>
<tr>
<td>Supervisor Title:</td>
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<tr>
<td>Supervisor Phone Number:</td>
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<tr>
<td>Supervisor Email Address:</td>
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INTERNSHIP INFORMATION:

| Internship Position Title: |
| Intern Start Date: | Intern End Date: |
| Expected Number of Weeks at Internship: | Expected Number of Hours Interned Per Week: |

Please attach the following to this agreement:

- An OFFICIAL internship job description from your employer
- Your resume

GW Center for Career Services, Marvin Center Suite 505, 800 21st St. NW
Washington, DC 20052, 202-994-6495
gwintern@gwu.edu
UNIV 2001 Elective Internship
Student Learning & Employer Agreement

Student Name: First and Last Name  GWID: GWID

STUDENT INSTRUCTIONS: Complete this page and have your employer initial that they have reviewed the information provided. For more information on writing Learning Objectives, please see the Guidelines for Writing Learning Objectives found at go.gwu.edu/intercourse. Once you have completed the Student Learning & Employer Agreement form with the employer, email to gwintern@gwu.edu no later than MAY 30, 2016.

ELECTIVE INTERNSHIP COURSE STUDENT LEARNING OUTCOMES:
After completing this course, you will be able to:

● Identify and articulate strengths, interests, values and goals related to future professional plans
● Observe and analyze the internship site’s organizational culture, communication systems, and leadership; styles of teamwork, supervision, and professionalism; and career/occupational preferences in the workplace
● Identify new knowledge and insights through critical examination and reflection of the intern experience.
● Consider and draw conclusions about new knowledge and skills related to career decisions
● Create five short- and five long-term career goals

Using these learning outcomes as a foundation, please create your own specific learning objectives related to your own experience, interests, and skills.

LEARNING OBJECTIVES:
State what you intend to learn from your internship position. Include knowledge and skills that you want to gain, and attitudes and values you want to clarify. Be specific. Start with an active verb and quantify and qualify. Review the Guidelines for Writing Learning Objectives for more information on writing Learning Objectives.
Sample: Learn about the intern organization’s top 5 services and research and report information about the history and success of the products or services.

1.

2.

3.
UNIV 2001 Elective Internship  
*Student Learning & Employer Agreement*

Student Signature __________________________ Date ______________

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**EMPLOYER INSTRUCTIONS:** Please review the following information and initial the completed Student Learning & Employer Agreement to confirm that the information provided by the Student Intern is accurate, sign below, and return the form to the student. The Student Intern must email the completed Agreement to gwintern@gwu.edu no later than **May 30, 2016**.

**PROGRAM GUIDELINES:**
- This course is designed to enhance student career learning and development during an internship by facilitating structured observation, reflection, and synthesis of their workplace experiences. Students will complete assignments related to career engagement, communication, leadership, teamwork, supervision, and career/occupational preferences in the workplace.

**STUDENT REQUIREMENTS:**
- Student Intern must be an undergraduate student who has earned at least 30 hours of academic credit.
- Student Intern **must work a minimum of 160 hours over 8 weeks between June 6, 2016 and July 29, 2016** (student may start the internship prior to June 6, 2016 and complete it after July 29, 2016).
- Student Intern must complete all readings and assignments to receive “Pass” and one elective credit.

**EMPLOYER REQUIREMENTS:**
- The Student Intern must submit learning objectives that relate to the overall course Student Learning Outcomes as noted on the syllabus.
- The Internship Site Supervisor must provide the Student Intern guidance, coaching, and feedback about performance to support the student’s learning.
- The Internship Site Supervisor must provide an employer evaluation to gwintern@gwu.edu by August 5, 2016. Evaluation form will be emailed to Supervisors.
- The internship may be paid or unpaid. **If internship is UNPAID, six criteria must be met as outlined by the U.S. Department of Labor (See USDOL, Fact Sheet #71: Internship Programs under the Fair Labor Standards Act at http://www.dol.gov/whd/regs/compliance/whdfs71.htm).**

_I have reviewed and confirm that the information provided in the Student Learning & Employer Agreement for the GW Elective Internship: Experience & Reflection course is accurate. Furthermore, I confirm that the internship adheres to the student and employer requirements listed above._

_______________________________  _________________________
Name of Supervisor & Title        Supervisor Email

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