



Global Learning Term
Let the World Change You

Intern-Organization Agreement

Rev. 09/17

Term Dates: \_\_\_\_\_ City/Country: \_\_\_\_\_

Internship Duration: From \_\_\_\_\_ to \_\_\_\_\_

This is an educational agreement signed between \_\_\_\_\_ (student-intern), \_\_\_\_\_ (service supervisor), and \_\_\_\_\_ (academic advisor). It is agreed that the student-intern will undertake the internship as a condition for fulfilling the goals related to GLBL335 Global Internship. The course earns six (6) credits.

STUDENT-INTERNSHIP

Form with fields: Name, Cell Phone #, Email Address, Permanent (Home) Address, Address During Internship, Emergency Contact Name & Phone #

SERVICE ORGANIZATION / SUPERVISOR

Form with fields: Name of Organization, Address, Name of Service Supervisor, Phone #, Fax #, Email Address

**ORGANIZATION INFORMATION**

- Type of organization (non-profit, public, private):
- Mission statement:
- Communities/populations served:
- Number of full-time staff:
- Number of part-time staff:
- Number of national and foreign volunteers:
- Primary language(s) spoken:
- Current projects (3-4) and duration:

**SITE FACILITATOR**

<b>Name:</b>
<b>Address:</b>
<b>Phone #:</b>
<b>Email Address:</b>

**ACADEMIC SUPERVISOR**

<b>Name:</b>
<b>Address:</b>
<b>Phone # / Fax# / E-mail address:</b>

**1. Personal, Academic and Service Goals**

Students list specific personal, academic, and service-related reasons for undertaking the internship.

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**2. Service Summary**

In two paragraphs (maximum), students summarize the service activities, tasks and/or projects that have been tentatively discussed with the service supervisor. Students explain how those tasks support their personal, academic, and service goals?

**3. Student Learning Outcomes**

Students carefully review the competencies listed in the “Self-Assessment Form” (Addendum C; see “Intercultural Service Competencies”). They identify at least three (3) competencies in each of the five areas (awareness, cognitive, affective, character, and skills) that they would like to make substantial progress in acquiring through the internship. These will be the basis of three self-assessments. Write the numbers (e.g. 3.1) below in each category.

**AWARENESS**

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**COGNITIVE**

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- 

**AFFECTIVE**

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- 

**CHARACTER**

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- 

**SKILLS**

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**4. Academic Support Materials**

Students provide complete bibliographic information for any academic materials (e.g. texts, book chapters, articles) that will support the goals of the *Global Internship* course.

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**5. Supervision**

Students specify the supervision (instruction, direction, support, evaluation) they have arranged to receive during the course of the internship.

Has student and site supervisor agreed to *meet regularly* (preferably once each week) for guidance, problem solving, and informal evaluation?  Yes  No

**6. Potential Problem(s)**

Students explain any problems, if any, that might interfere with them achieving their learning goals and anticipated outcomes.

## 7. **Evidences & Evaluation**

The “Global Internship” field guide lists a number of *learning activities* and *academic products* to be completed by students to receive academic credit. To demonstrate comprehension of course expectations, students list these activities and products below.

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### **PHASE 2: ON-FIELD**

#### **RESPONSIBILITIES OF STUDENT-INTERN**

1. I have carefully read the “Global Internship” course guide in its entirety.
2. I agree to participate in all relevant orientations and trainings by the Organization.
3. I agree to model professional, ethical, and culturally appropriate behavior when working with organization leadership, staff, and clients.
4. I agree to abide by the APU and Global Studies Codes of Conduct.
5. I agree to support the mission and objectives of the Organization and the University.
6. I agree to fulfill the specific scope of work duties specified in my Work Plan.
7. I agree to complete the academic activities linked to the internship, including the Work Plan, project reports, and evaluations.

#### **RESPONSIBILITIES OF SERVICE-SUPERVISOR**

1. I understand that the Student will complete a minimum of 100 hours of unpaid and supervised service to the Organization.
2. I agree to facilitate a complete office and site tour for the student, and ensure that the student is aware of all relevant safety policies and emergency procedures.
3. I agree to facilitate any specific orientation or training needed by the student to accomplish the responsibilities outlined in the Work Plan.
4. I agree to provide regular supervision (as specified in the Work Plan). I understand that “supervision” entails work-related guidance, joint problem solving, and review of progress on activities/assignments outlined in the Work Plan. Its goal is to maximize productive learning for both the Student and the Organization.
5. I agree to complete two performance evaluations with the Student: mid-term and final. I understand that I am to complete the relevant sections of the Internship Performance Evaluation form, followed by an in-person review of ratings with the student.

6. I agree to communicate at least twice during the service term with the Site Facilitator in order to discuss any issues related to Students' work behavior.
7. I understand that the Student will complete an evaluation of his/her internship experience at my organization.

**SIGNATURES**

**Service Organization/Supervisor:** We agree to comply with Global Internship expectations and discharge the responsibilities contained in this Agreement.

<b>Service Supervisor Signature:</b>		<b>Date:</b>
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**Student-Intern:** I have read and understood the conditions of this Agreement. I agree to comply with all Student-Intern responsibilities.

<b>Student-Intern Signature:</b>		<b>Date:</b>
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**Academic Advisor:** I have reviewed and do approve the Intern-Organization Agreement. I agree to provide academic advisement and support that contributes to the Student's ability to fulfill this Agreement.

<b>Academic Advisor Signature:</b>		<b>Date:</b>
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**Site Facilitator:** I have met with the internship supervisor, reviewed the responsibilities of both student-intern and supervisor, and judge this organization as a suitable placement for APU students. Brief comments are provided below.

<b>Site Facilitator Signature:</b>		<b>Date:</b>
<b>Comments:</b>		