

Student Internship Agreement

The internship program through the Center for Career and Professional Development (CCPD) is a structured educational tool and a partnership among the student, Cabrini University, and the employer. As such, all students who accept an internship assignment must adhere to the guidelines set forth by the Center for Career and Professional Development, their assigned faculty coordinator, and the employer.

Please review the following requirement and sign below to indicate your understanding and agreement. Please upload this form on Cabrini Learn.

- 1. Learning Objectives:** You MUST write four learning objectives that will be achieved while working. They must be signed by your Faculty Coordinator, your Internship Supervisor, and you prior to turning in the form. This will be an assignment to upload onto Cabrini Learn and is due two weeks after the internship registration deadline.
- 2. Major Requirements:** Please be sure to meet with your Faculty Coordinator so you may discuss additional requirements. It is the student's responsibility to ask their individual Faculty Coordinator what is expected and/or required of them.
- 3. Student Assessment of Employer:** All students must fill out a survey to assess their internship employer, near the end of the experience. Students will upload this on Cabrini Learn.
- 4. Employer's Student Performance Evaluation:** The Internship Supervisor completes this Microsoft Form that is sent mid semester by the Center for Career and Professional Development. It is the student's responsibility to ensure the employer completes and sends their evaluation prior to the end of the semester.

Please Note:

Remember to be Professional! Students must maintain a professional demeanor during their internship experience. Students **MUST** inform the CCPD staff and Work Supervisor **IMMEDIATELY** if there is a personal emergency, illness, or issue that would prevent a student from completing his or her internship hours and/or requirements.

Attendance and Punctuality are essential for a successful internship experience. Students must abide by employers' working hours, rules and regulations.

In the event of termination or unable to complete the required hours, the student must immediately notify the CCPD. Failure to do so may result in no academic credit being awarded.

*I understand that the employer will evaluate me on the following: overall performance, work attitude, capacity to work with others, judgment/decision making, quality of work, initiative, academic preparation, organizational skills, attendance/punctuality, verbal ability, writing ability, ability to learn, dependability, and professional appearance.

Signature

Date

Student First Name: _____ Student Last Name: _____ Student ID: _____