**Westmont College**  
**Internship Learning Agreement Form (ILAF)**

**Internship Office**  
955 La Paz Road  
Santa Barbara CA 93108-1089  
www.westmont.edu internship@westmont.edu

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### INTERN INFORMATION (PLEASE PRINT OR TYPE)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last, First)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Mail Stop (MS#)</th>
<th>Cell Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Major(s)</th>
<th>Class Level</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Campus Extension</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Term</th>
<th>Overall Units This Term, Including Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Internship</td>
</tr>
</tbody>
</table>

- **Check Box or Enter Major Code**:  
  - APP-190  
  - APP-191SS  
  - BIO-190SS  
  - BIO-191SS  

### PLACEMENT INFORMATION (PLEASE PRINT OR TYPE)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Circle Expected Number of Internship Hours</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Harr/Wk Total Hrs</td>
<td>up to 2</td>
</tr>
<tr>
<td>Street</td>
<td>Total Hrs</td>
<td>12</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Main Phone</td>
<td>Director's Extension</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email-Address</th>
<th>Compensation</th>
<th>Hourly</th>
<th>Stipend</th>
<th>Unpaid</th>
<th>If Paid Enter Rate or Total Amount</th>
</tr>
</thead>
</table>

| Website URL | |

**Agreements and Signatures**

**STUDENT**

I will endeavor to represent myself and my college well, and will abide by the relevant policies, procedures and ethical standards of the Organization.

**Signature**

**DATE**

**INSTRUCTOR**

The student and I will communicate regularly to insure reasonable internship learning objectives are established, executed, and evaluated.

Method/s of Evaluation:  
- [ ] Term paper / Portfolio / Project  
- [ ] Learning Plan / Contract  
- [ ] Site visit  
- [ ] Journal  
- [ ] Other

**Signature**

**DATE**

**COMMENTS**

**DIRECTOR OF INTERNSHIPS**

Final approval is granted by the Director of Internships. The Student Records Office will not register a student for an internship without this signature.

**Signature**

**DATE**

**SITE SUPERVISOR**

On behalf of my Organization I agree:

1. To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the Placement.
2. To supply the Student with, and personally model, our policy against harassment and discrimination in the workplace.
3. As the entity with influence over and responsibility for workplace safety, to extend Worker's Compensation to the Student in the event of an injury, just as would be extended to an ordinary employee. (Line through this item [#3] if no compensation.)
4. To assume the normal legal liabilities associated with our business insofar as they may be affected by the internship.
5. To contact the Instructor should problems arise.
6. At or near the completion of the Assignment, to complete an evaluation of the Student's performance.

**And for Placements for more than zero units**:  
- [ ] To review and approve the Student's learning plan.
- [ ] To regularly evaluate and offer feedback on the Student's progress, projects, and areas of growth, and to review progress on the learning plan.
- [ ] To delegate no more of the Student's time for routine clerical tasks (filing, copying, answering the phone, and keyboarding) than is necessary for fulfilling the learning plan.

**Signature**

**DATE**

**FINAL DISTRIBUTION (AFTER REQUIRED SIGNATURES OBTAINED)**

**Original**: Student Records Office for registration  
**Photocopies**: Internships Office  
**Instructor**  
**Site Supervisor**

To the Site Supervisor: Westmont recognizes that your willingness to offer this opportunity to the Student represents an investment of time, energy and attention. Over and over again we have seen outcomes that are beneficial for the internship sites as well as for the Student, and we appreciate that you make this possible.