

INTERN INFORMATION (PLEASE PRINT OR TYPE)

<i>Student Name</i> (Last, First)		<i>Email-Address</i>	
<i>Student ID#</i>	<i>Mail Stop (MS#)</i>	<i>Cell Phone Number</i>	<i>Campus Extension</i>
<i>Major(s)</i>			<i>Class Level</i>
<i>Instructor Name</i>			<i>Campus Extension</i>
<i>Academic Year</i>	<i>Term</i> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<i>Overall Units This Term, Including Internship</i>	<i>Prior Intern/Pract Units</i>
<i>Check Box or Enter Major Code</i>	<input type="checkbox"/> APP-190 <input type="checkbox"/> APP-190SS	<input type="checkbox"/> APP-191SS Serving Society (zero unit)	<input type="checkbox"/> BIO-190SS _____-190 Enter Major Code
	<input type="checkbox"/> BIO-191SS	<input type="checkbox"/> PSY-196 PSY Major	<input type="checkbox"/> IS-190U SF Urban _____-190U Urban Major Code

PLACEMENT INFORMATION (PLEASE PRINT OR TYPE)

<i>Organization</i>	<i>Circle Expected Number of Internship Hours</i>	<i>Units</i>	Zero	1	2	3	4	5
<i>Street</i>			Hrs/Wk Total Hrs	up to 2	3-4	6	9	12
<i>City, State, Zip</i>	<i>Main Phone</i>		12	40	80	117	156	195
<i>Site Supervisor</i>	<i>Director's Extension</i>							
<i>Email-Address</i>	<i>Fax Number</i>							
<i>Website URL</i>	<i>Compensation</i> <input type="checkbox"/> Hourly <input type="checkbox"/> Stipend <input type="checkbox"/> Unpaid	<i>If Paid Enter Rate or Total Amount</i>						

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.	
<i>Signature</i>	<i>Date</i>
INSTRUCTOR	
The student and I will communicate regularly to insure reasonable internship learning objectives are established, executed, and evaluated.	
<i>Method/s of Evaluation:</i> <input type="checkbox"/> Term paper / Portfolio / Project <input type="checkbox"/> Learning Plan / Contract <input type="checkbox"/> Site visit <input type="checkbox"/> Journal <input type="checkbox"/> Other	
<i>Signature</i>	<i>Date</i>
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.	
<i>Signature</i>	<i>Date</i>
FINAL DISTRIBUTION (AFTER REQUIRED SIGNATURES OBTAINED)	
<i>Original:</i> Student Records Office for registration	
<i>Photocopies:</i> Internships Office Instructor Site Supervisor	

SITE SUPERVISOR	
On behalf of my Organization I agree:	
<ol style="list-style-type: none"> To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the Placement. To supply the Student with, and personally model, our policy against harassment and discrimination in the workplace. 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.) To assume the normal legal liabilities associated with our business insofar as they may be affected by the internship. To contact the Instructor should problems arise. At or near the completion of the Assignment, to complete an evaluation of the Student's performance. 	
<i>And for Placements for more than zero units: (as marked above)</i>	
<ol style="list-style-type: none"> 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. 	
<i>Signature</i>	<i>Date</i>
<i>To the Site Supervisor:</i> 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.	