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## INTERNSHIP/COOPERATIVE EDUCATION AGREEMENT

An internship is a learning opportunity for a student in which the student works in a professional environment and receives university credit. Although internships can vary greatly, there are some general guidelines that will help students and faculty advisors identify appropriate internship opportunities and ensure the internship is a valuable learning experience. This form is a guide to help students and faculty advisors identify an appropriate amount of work per credit, establish learning objectives, and agree on a final project.

Student Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Internship Location \_\_\_\_\_ Internship Site Supervisor \_\_\_\_\_

Internship Site Supervisor's email address or phone number \_\_\_\_\_

How many credits will the internship satisfy? \_\_\_\_\_  
(As a general rule, 80 hours of work equals one internship credit)

Will the student submit progress reports? If so, how many? When? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the student's learning objectives? What does the student hope to learn from this experience?

1.

2.

3.

4.

5.

How will the student demonstrate his or her learning? Describe a summary project to which a grade can be attached.

Number of hours student will work each week: \_\_\_\_\_

Internship beginning date: \_\_\_\_\_ Internship ending date: \_\_\_\_\_  
(Be as accurate as possible – month and day).

Student work responsibilities (discuss with your supervisor and list planned job duties or attach job description):

It is agreed that the business/agency will extend an opportunity to actually experience the areas of their operations as stated to this participating student. The business/agency agrees to complete an Internship Evaluation form for the student and return the evaluation to the student or the student's advisor.

Students who sign the Internship Agreement Form and who are properly enrolled and working within the scope of their internship are covered by the University liability insurance programs. Regular worker's compensation guidelines apply to employed students. Agencies are encouraged to consult their legal advisors for related questions. Health and accident insurance is the student's responsibility, with University Health Services outpatient coverage available at Madison Campus facilities to enrolled interns.

The University of Wisconsin through the College of Agricultural and Life Sciences agrees to award internship credit to the above named student upon satisfactory completion of the work experience and required reports. The Internship advisor will determine the grade.

***Student must register for the semester that coincides with above dates before beginning the internship. Your Department will give you the five-digit enrollment class number so you can register for course #399. Summer Session: register for the 10-week (JD)session.***

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business/Agency Field Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_