



This Internship Agreement (“Agreement”) is between the University of Oregon-College of Design and the below named Student and Community Partner (“Community Partner” or “Site”).

STUDENT INFORMATION

Name:

Street Address:

City, State, Zip:

Phone:

E-mail:

Your Current Degree Program

Undergraduate students:

Architecture Art Art and Technology Art History Environmental Design
 Interior Architecture Landscape Architecture Planning, Public Policy & Management
 Product Design Other:

Graduate students:

Fine Art Art History Architecture Community and Regional Planning
 Historic Preservation Interior Architecture Landscape Architecture
 Nonprofit Management Public Administration Sports Product Design
 Museum Studies Certificate Other:

SITE INFORMATION (Community Partner)

Site Supervisor:

Position/Title:

Organization/Unit:

Mailing Address:

City, State, Zip:

Phone:

E-mail:

Website:

INTERNSHIP DETAILS

Start: day: month: year: **End:** day: month: year:

Average hours per week:

Schedule:

Is this a paid internship? Yes No

If paid, what is your pay rate (indicate if hourly, weekly, monthly, one-time stipend):

Is this internship required for your academic program? Yes No

If you are an international student, review the UO International Student and Scholar Services website for CPT requirements and include the CPT form if needed.

ACADEMIC CREDIT

1 credit = 30 hours of internship for a 10-week term, e.g., three hours of site work per week for 10 weeks. Attendance during finals is not required. If you are NOT taking the internship for credit, place N/A (not applicable) after the term you are participating in the internship.

Number of credits per term: Fall ___ Winter ___ Spring ___ Summer ___

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as provided above and as follows:

INTERNSHIP DESCRIPTION

See Exhibit A on page 4

STUDENT RESPONSIBILITIES

- ◆ Develop learning goals in collaboration with site supervisor and Course Faculty.
- ◆ Work with site supervisor to complete Exhibit A: Internship Description.
- ◆ Represent the site and College of Design in a professional manner. Students are expected to follow the site's policies and standards of professionalism (e.g., dress, e-mail, cell phone usage).
- ◆ Maintain regular attendance. Notify the site supervisor if an absence is required.
- ◆ Contact Course Faculty in a timely manner if any problems related to the internship should arise.
- ◆ Complete all assignments by the due dates listed in the course syllabus on Canvas.

SITE SUPERVISOR RESPONSIBILITIES

- ◆ Work with student to develop tasks and responsibilities and complete the Internship Description, as detailed in this agreement as Exhibit A: Internship Description.
- ◆ Orient student to the site and its culture, including standards of professionalism.
- ◆ Communicate site policies.
- ◆ Provide training that supports the achievement of the student's learning goals.
- ◆ Ensure that supervision is adequate for student to complete assigned tasks.
- ◆ Provide on-going feedback and complete final student evaluation provided by the College of Design (a form will be sent to you by the student). Discuss the final evaluation with the student prior to returning the completed form to the Course Faculty listed in the evaluation.
- ◆ Provide student with opportunities to observe operations of the site, including staff meetings.
- ◆ Provide opportunities for student to network and interact with staff, managers, and volunteers in the professional field. This might include participation in community meetings and events or attendance at conferences and trainings.
- ◆ Provide safe working conditions and the necessary workspace, tools, equipment, and supplies for student to complete the internship. Provide a background check if required.
- ◆ Contact the Course Faculty if attendance or other work performance issues arise.
- ◆ Ensure that no regular employees are displaced by the student.

COURSE FACULTY RESPONSIBILITIES

- ◆ Assist student as needed in selecting an internship site and developing learning goals.
- ◆ Monitor student's progress and mediate problems related to the internship.
- ◆ Evaluate student's completion of course requirements on a pass/no pass basis.

FACULTY ADVISOR RESPONSIBILITIES

- ◆ Review proposed internship for alignment with major/degree.

Intern name:

Site:

Term:

Exhibit A

INTERNSHIP DESCRIPTION

Note to student: If your internship period covers more than one term (as outlined on page 1), you are only required to update and resubmit Exhibit A: Internship Description (page 4) after the initial term of your internship.

1. Internship description: a description of the roles and duties expected on-site. 100 – 200 words

2. Learning Goals:

Describe **three to five** learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal must be supported by **at least two** tasks and responsibilities statements. Tasks and responsibilities might include such tasks as research, writing, analysis, client contact, presentations, and reports.

Learning Goal #1:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #2:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #3:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #4:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #5:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.