



UNIVERSITY OF OREGON

College of Design

INTERNSHIP AGREEMENT

Due date assigned each term

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

Which program are you enrolled in at the UO? (check all that apply)

Undergraduate

- Architecture, Art, Art and Technology, Art History, Interior Architecture, Landscape Architecture, Planning, Public Policy & Management, Product Design BFA, Product Design BA/BS, Other

Graduate

- 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

From: day month year To: day month year
Average hours per week: Proposed Schedule

Is this a paid internship? Yes No If yes, 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 please attach a copy of your Curricular Practical Training (CPT) form (<https://isss.uoregon.edu/curricular-practical-training-cpt>).

ACADEMIC CREDIT

One credit is earned for every 30 hours of internship worked during the course of a term (e.g. 3 hours per week for a 10-week term). Exception: Graduate students pursuing the Museum Studies Certificate must complete 40 hours of internship per term (e.g. 4 hours per week for a 10-week term). Fall, winter, and spring terms are 10 weeks, summer term is 11 weeks. In some cases, students may need to work a customized schedule to optimize the internship experience. (For example, festival or event on-site experiences may fall outside the typical work-week schedule.)

If you are NOT taking the internship for credit, place N/A (not applicable) after the term you are participating in the internship.

Credit hours 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 specific.

SITE SUPERVISOR RESPONSIBILITIES

- ◆ Work with student to develop tasks and responsibilities and complete the Internship Description, a copy of which is attached to 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 College of Design Student Services/University of Oregon. *Recommended:* discuss the final evaluation with the student and provide a copy to them.
- ◆ 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.

FACULTY ADVISOR RESPONSIBILITIES

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

COURSE FACULTY RESPONSIBILITIES

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

Intern name: _____

Company/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 and Learning Goals after the initial term of your internship.

This section should include:

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 may include 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 _____