

School of Professional Education and Leadership
CTE 4022/5022 Internship Agreement

Student: _____ Employer: _____
Home Address: _____ Work Address: _____
City, St, Zip: _____ City, St, Zip: _____
Phone: _____ Manager: _____
Beginning Date: _____ Phone: _____

The purpose of this internship is to provide students an opportunity to participate in a mentored teaching/work experience within an approved education environment.

The student/trainee will:

1. Complete the required number of hours at the Internship site.
2. Adhere to all rules and regulations of the university and the training site.
3. Adhere to all the policies and procedures detailed in the course syllabus.
4. Maintain regular attendance as agreed upon by the Internship site manager.
5. Record all hours and activities on the provided internship log.
6. Report absences in advance to the manager.
7. Complete all course assignments posted in Blackboard.

The UCM Faculty member will:

1. Consult the manager/supervisor concerning the student's work.
2. Make periodic visits to the training site and/or meet with the student in person or virtually.
3. Counsel the student-learner about the Internship.
4. Be available to help with training problems or program changes.

The training site manager/employer will:

1. Help in the evaluation of the student/learner.
2. Reserve the right to discharge the student for just cause from the training site.
3. Aid the student in the learning process with information and training in the field of his/her training site.
4. Work with the student to develop a schedule that meets the needs of both.
5. Assist the student in completing the required assignments.
6. Write a letter verifying the student's internship hours and outlining the scope and quality of work completed.
7. The internship may be paid or unpaid.

The training may be discontinued at any time by any of the parties to this agreement, but each agrees to notify the others in advance. In the event training is terminated, the UCM faculty member will make final determinations concerning course completion and credit earned.

It shall be agreed that all parties participating in this program will not discriminate in training and/or employment opportunities on the basis of race, color, religion, sex, national origin, or disability.

_____	_____	_____	_____
Student	Date	Manager/Supervisor	Date
_____		_____	
UCM Faculty Member		Date	

Faculty member: Dr. Michael Pantleo, Assistant Professor
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