

Model Internship Contract (Memorandum of Agreement)

Eastern Illinois University
Counseling and Student Development
[Internship Site] Practicum
(model internship contract)

Internship Objectives and Requirements

The goal of the internship is to provide the student with an opportunity to participate in the operation of the [name student services agency here], thereby enhancing the student's knowledge in this area. The student should develop a thorough understanding of how [name student services agency here] operates, the organizational structure of the agency, and services provided to students.

STUDENT NAME will serve as a internship student in the [name student services agency here] during the [Semester, term, session]. She/he will work toward fulfilling requirements for CSD 5880. Practicum responsibilities as outlined below will be performed under the supervision of [name supervisor, supervisor's title, campus].

Internship

General Development: [Place your goals for general development below. Those listed were for an internship in Career Services. The internship student is expected to modify the remainder of the contract, or memorandum of agreement, to fit the requirements of their specific internship in consultation with their internship site supervisor.]

1. The internship student should familiarize her/himself with the resources available in the Career Services Library. The internship supervisor will also provide additional reading material from professional journals.
2. The internship student will meet with her/his site supervisor for general review sessions on a weekly basis.
3. The internship student will attend Career Services staff meetings, and any special meetings and/or workshops as appropriate.

Project Assignments:

1. *Information Search:* The internship student will consult with his/her supervisor to determine a topic appropriate for the development of a project that will add to the resources currently available for students' use, or the services currently provided through Career Services. The ERIC Data Base, the Internet, or other search methods and sources are to be consulted.

2. *Bibliography of Professional Readings/Organizations:* The supervisor will provide the internship student with information on professional publications relating to the field of Career Services. The student will want to familiarize her/himself with resource materials available in both the Career Services Library and Booth Library. A copy of the bibliography put together should be made available to the Career Services Office.

3. *Presentations:* The internship student will participate in presentations offered through the Career Services Office. These presentations may range from "Services Available at Career Services" to "Effective Interviewing Techniques." If the internship student has specific areas of expertise and/or interest that would be appropriate, a program may be developed in this area. This should be

discussed with the internship supervisor.

4. *Career Counseling/Student Assistance:* The internship student will meet individually with students to address specific areas of need. This may range from reviewing a resume and providing feedback to career counseling for students uncertain as to which direction they want to take. Documentation should be maintained for each such student session.

5. *Miscellaneous:* Additional opportunities for education and development may present themselves. The internship student is encouraged to maintain an ongoing dialogue with their supervisor and should feel free to offer suggestions and ideas throughout the semester.

6. *Ethical Behavior:* Individual professional behavior at the internship site will be governed by the Ethical Guidelines of the American College Personnel Association.

Internship Schedule

The following schedule of hours will be maintained by the internship student to satisfy the 120 clock hours necessary for completion. Changes in this schedule will be discussed with the site supervisor in advance.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

_____ (average) nine hours / week

Hours:

Additional Expectations

(This section is to be completed by the internship student)

[In this area, the student is to write/explain the internship project they have agreed to do at the internship site, with the approval and support of the internship supervisor.] _____

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This Student Learning Agreement has been discussed with and agreed upon by those signing below:

Internship Student: _____ Date:

Host Site Supervisor: _____ Date:

CSD 5880 Instructor: _____ Date: