This handout offers tips and instructions on how to complete the Internship Learning Agreement (ILA). **Please note that all fields are required.** “N/A” or “TBD” are not acceptable and will result in a delay in registering for academic credit. Please note that this is \*not\* the actual ILA form and will not be accepted to register for an internships course. You must “Request an Experience” in Handshake.

It is most efficient to ask a question of either 1) your faculty internship sponsor, 2) your site supervisor or 3) the CEO if you’re unsure of something before submitting the ILA in Handshake.

**Section 1: Student Information (General Info we need from you)**

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| Question | Tip or Instruction |
| Goucher Student ID#: |  |
| Cell phone # |  |
| Address during internship | Where you will be staying while completing the internship |

**Section 2: Internship Information (Information we need to approve the internship)**

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| --- | --- |
| Question | Tip or Instruction |
| Semester of Internship |  |
| Year of Internship |  |
| Start Month, Day, and Year | Month, day, and year need to be included |
| End Month, Day, and Year | Include all three items |
| Total Number of Weeks | Please double check the number of weeks you will be interning. For a Spring internship courses, are you working during Spring Break? |
| Average Hours to Be Completed Each Week |  |
| Total Hours to be Completed During Internship | Ensure your calculation here (weeks x hours) clearly show that you will work the required hours for the number of credits for which you want to register. Note: 45 hours are required for every one credit. |
| Compensation |  |
| Internship Organization Name |  |
| Internship Organization Physical Address | List the organization’s physical address**, even if** you are interning remotely |
| Site Supervisor’s Name | The person at the internship organization who will be supervising you, not a Goucher person |
| Site Supervisor’s Job Title |  |
| Site Supervisor’s Email Address | Ideally email addresses should identify the organization name (e.g. if interning at XYZ org, we expect @xyz.org). Addresses from free web services such as Gmail, Hotmail, and others are not typically accepted. If you must use an address unrelated to the internship site, be aware the CEO will email you asking for an explanation |
| Site Supervisor’s Phone # |  |
| Where Does the Majority of the Work Take Place? |  |
| Job Description (Responsibilities, Tasks, etc.) | Please explain your duties and provide specific details. The CEO wants to ensure this internship is a valuable experience that relates to the internship course for which you are registering. |
| Describe the Supervision to be Received from Site Supervisor | This needs to be established **before** filling out your ILA. What are the arrangements with your supervisor at the internship site? How will you receive feedback? How often will you interact? Do you have weekly meetings, daily check-ins, or something else? The CEO requires regular supervision to ensure you get the support you need during the internship. |

**Section 3: Registration Information (Information on the academic side of your ILA)**

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| --- | --- |
| Question | Tip or Instruction |
| Please indicate that you have reviewed the Internship Information Sheet |  |
| Internship Course | Use the drop-down list to select the course for your major. |
| Number of Credits | Each credit requires 45 hours of work at the internship site. Therefore, 45 hours = 1 credit, 90 hours = 2 credits, 135 hours = 3 credits, and 180 hours = 4 credits. A zero-credit internship course requires 30 hours of work. Make sure the days/weeks/hours/total in section 2 clearly demonstrate how you will achieve the required hours. |
| Grade Type | Please consult the second page of this document <https://www.goucher.edu/career-education-office/documents/Internship-Checklist.pdf> for the grade option for your ILA course. Most are pass/no pass but some for credit or either option. |
| Credit Applied to Major? |  |
| Study Abroad Exemption pre-approved by the Office of Global Education (OGE) | You must be pre-approved by OGE to be exempt from traveling and studying abroad. A domestic internship for 3 credits will then satisfy the study abroad requirement. Please see OGE for more information. |
| Have You Previously Completed an Internship for Academic Credit? |  |
| If Yes, What Was the Semester and Year of Your Internship? |  |
| Academic Advisor's Name |  |
| Academic Advisor's Email Address |  |
| Faculty Internship Sponsor's Name | Your Faculty Internship Sponsor (FIS) is a Goucher faculty member in the department of the internship course for which you want to register (e.g., if you want to register for DAN 290, your FIS must be Dance Professor). It can be your academic advisor or someone else in the department. |
| Faculty Internship Sponsor's Email Address |  |
| Describe the Supervision to be Received from Faculty Internship Sponsor | This needs to be established **before** filling out your ILA. How will you communicated with and be supported by your faculty internship sponsor during your internship experience? |
| Academic Work Required of Faculty Internship Sponsor | This needs to be established **before** filling out your ILA, so please talk to your Faculty Internship Sponsor before submitted the ILA |
| Due Date of Academic Work | Due date of academic work for ILAs can be found on the CEO’s webpage: <https://www.goucher.edu/career-education-office/professional-experience/internships/registering-for-an-internship-course>. While the date listed may be before the last day of your internship, you should have worked enough at the internship to be able to complete your assignment. |

**Section 5: Learning Outcomes (What you hope to achieve)**

It’s important to have intentional goals and reflect actively on the learning throughout the internship You can create these on your own or in collaboration with your faculty internship sponsor. What do you hope to learn in this internship? What skills do you want to gain or strengthen?

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| Question | Tip or Instruction |
| What are your Academic Learning Outcomes? | These could be way you want to connect theory learned in the classroom to practice in the workplace |
| What are your Professional Learning Outcomes? | These could be areas of growth in industry-related knowledge, skills and abilities required for successful career advancement |
| What are your Personal Learning Outcomes? | These could be things related to your personal growth such as gaining confidence and exploring career interests |
| How will you Apply the Knowledge You've Gained in Your Major to this Internship? | Consider how your academic coursework has prepared for this internship |

**Section 6: Final Questions (Final Terms and Conditions of the ILA)**

* I understand and will adhere to the internship registration procedure and am aware that only eight (8) internship credits can count towards graduation.
* I agree with and accept the academic and work assignments within this agreement. I will compete all work and academic assignments to the best of my ability.
* I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the employer's relevant policies/procedures, including those pertaining to criminal background checks, and appropriate standards of ethical conduct.
* I will complete the Student Reflection of Internship Experience and return it to the CEO by the due date.
* The parties to this agreement shall not discriminate against any individual on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, genetic information, religion, sex, age, or disability. Students who are subjected to or witness discriminatory conduct at an internship site should report such incidents immediately to the director of Career Education or the associate director of internships, who will investigate the complaint ad take appropriate action.
* By typing my name below, I confirm that the information I have provided is, to the best of my knowledge, complete and correct.