

## Internship Host Agreement – Confirmation Form

### About this Form

This form is a component of the student’s internship funding application. This student is applying for funding to offset expenses (travel and accommodation) associated with an internship experience. The funding is made possible by generous donors to Carleton College. This document will **only** be used to evaluate the student’s application, and will not be made available to any other institution or private party.

### Directions

The student completes the relevant information and provides a printed (paper) or electronic (PDF) version of the form to the internship host organization, according to the host’s preference. The host completes and signs this form (electronically or on paper) and returns it to the student. The student must submit this form with a complete funding application.

### Internship Criteria

Carleton defines an internship as an experiential learning experience that:

- Is defined by clear and attainable learning goals for the intern (as agreed by the intern and supervisor);
- Involves a high level of direct supervision, training, and mentoring by the internship host;
- Provides a student with opportunities to learn in an off-Carleton campus, immersion settings;
- Engages the intern in “good employee” skill building, professional networking, reflection, and growth; and,
- Lasts at least six weeks in length and involves at least 240 hours of in-the-internship experience.

<b>Student Name</b>		<b>Class Year</b>	
<b>Internship Organization</b>			
<b>Internship Host/Representative</b>		<b>Title</b>	
<b>Internship Address</b>			

### For Student

#### Student Commitment

I agree to the following:

- I understand that my proposed internship meets the above criteria;
- I will develop and discuss a learning contract defining my learning goals for the internship with my supervisor;
- I will make a positive contribution to my internship site and to the overall mission of the host organization;
- I will participate in a midpoint and final internship evaluation/feedback conversation with my supervisor;
- I will engage in Carleton’s reflection activities, including the blog, essay, and poster session; and,
- I understand that my host is under no obligation to provide employment upon completion of the internship.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Internship Host

#### Host Commitment

I/we agree to the following:

- Provide the student with an internship experience that is consistent with the above criteria;
- Encourage and support a diversity of learning experiences in the student’s internship;
- Designate an employee to serve as the student’s mentor or supervisor to provide orientation guidance and regular, ongoing feedback throughout the internship;
- Participate in a midpoint and final internship evaluation/feedback conversation with my intern;
- Communicate the organization’s guiding ethical principles, policies, and standards to the intern;
- Provide a safe working environment/facilities for the intern; and,
- Notify Carleton personnel of any changes in the student’s internship status.

**Host Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_