

# CHCIP Student Intern Contract

## Parties Involved

<u>Student:</u> Name	<u>Site:</u> Site Name
Internship Position	Supervisor's Name
Mailing Address	Mailing Address
Phone Number	Phone Number
Email Address	Email/Fax

## Duration

Specify the starting date and final date of the position

## Hours

Specify the weekly work schedule on-site. (e.g. Mon: 2-5, Wed: 11-3). As a general rule, an internship should be a minimum of three hours per week.

## Student Learning Goals

Specify the professional and career development goals the internship will help the student achieve and list them in priority of importance. Include general learning objectives (e.g. understanding of retail, banking, hotel industry, etc.) as well as specific goals (e.g. observing merchandising techniques, strengthening interviewing skills, etc.). Learning professional related skills are critical to the success of this experience.

## Student Responsibilities

Specify student's responsibilities to the organization to be completed during the internship. A manageable project or focus is most desirable (e.g. research and make recommendations for a fundraising campaign, write press releases and P.S.A.'s etc.). These tasks should be clear and concise to avoid uncertainty during the course of the internship, and at the time of final evaluation. Responsibilities should assist the student in achieving the above-stated goals and objectives and should *not* be repetitive and clerical in nature.

## Supervisor Responsibilities

- A. Training- This initially requires a significant time commitment. An orientation should be structured to cover both the overall organization and issues specific to the intern's role. Regular scheduled meetings between the student and supervisor over the course of the internship are also necessary.
- B. Feedback- Regular feedback sessions should be formally arranged to facilitate consistent supervision, guidance, and constructive criticism on a weekly basis. A formal midterm conference date should be set and included in this contract.
- C. Final Evaluation- A final written evaluation from the supervisor of the student's performance is highly encouraged. If their performance was good, a letter of recommendation would also be highly beneficial.

## Signatures

Please make sure all of the following is included in the original document

Student signature

Supervisor signature

Date