

Internship Agreement
Higher Education Leadership
Department of Educational Leadership
College of Education
University of Nevada, Las Vegas

Internships are opportunities to translate learning into action and experience, as concepts and principles discussed in the classroom are applied in a practical environment. It is in the internship setting that students are able to test their skills while developing professional attributes that will be the foundation of their careers.

Because this is a cooperative program, in return for providing a learning opportunity, the experience provider can expect to benefit by having the services of a talented and energetic colleague.

The student will comply with the experience provider's policies and procedures, including dress and grooming standards. The experience provider, in addition to providing the student with the opportunity to perform various tasks designed to enhance knowledge and professional skill development, will identify a site supervisor who will also act as liaison with the program faculty and will provide an evaluation of the intern to the faculty.

Internships carry 3 academic credits at the graduate level and require a time commitment 120 to 150 hours. The work of the internship can be carried out as a per week assignment (8 to 10 hours per week over 15 weeks) or as an intense project experience where hours are amassed over a shorter, more concentrated time frame. Both the site supervisor and the student intern will complete an evaluation of the experience.

Internship Agreement

1. Student Intern

- a. What are the goals/objectives of your internship?
- b. How do you expect that the internship experience will enhance the development of your professional skills?
- c. How do you expect that the internship experience will add to your knowledge regarding practice in your chosen area?

Signature Student _____ Date _____
Email contact _____

2. Site Supervisor

Site Location _____

Please list the tasks and projects assigned to this intern.

I agree to provide the program faculty supervisor with an evaluation of the intern at the end of the internship experience. This evaluation will contain my assessment of the intern's overall performance of assigned tasks, professional behavior and task-related strengths/areas needing improvement in the context of the internship. The evaluation may be sent to the program faculty supervisor by e-mail.

Signature Site Supervisor _____ Date _____
Email contact _____

3. Program Faculty

In addition to the assignment described above, the student intern will provide the following:

A self-evaluation of the internship experience. This will include a self-evaluation of strengths and areas for improvement in the internship; assessment of professional skill development; assessment of the knowledge gained in regards to practice in the chosen area; and suggestions for changes and modifications in the internship experience.

Signature Program Faculty _____ Date _____
Email contact _____