



**COLLEGE-SPONSORED OFF-CAMPUS LEARNING EXPERIENCE**  
**(Internship/Co-op) AGREEMENT**  
This Agreement must be signed by all parties *by the first day* of site placement

**PART A. TO BE COMPLETED BY THE STUDENT AT:**

**General Information**

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Degree/Certificate and Program: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Credits: \_\_\_\_ Term: \_\_\_\_ Year: \_\_\_\_\_

**Student Responsibilities**

- I will consult with my site supervisor(s) and professor prior to completing this experiential learning Agreement.
- I will perform appropriate professional-level duties and accept performance feedback from the site supervisor throughout the off-campus learning experience.
- I will respect and comply with all company rules and policies regarding, but not limited to, confidentiality, honesty, punctuality, professionalism, behavior and dress.
- I will comply with all College policies and procedures including, but not limited to, documenting work hours, completing all academic assignments, class attendance and/or meeting with my professor at scheduled times.
- I will notify my professor, experiential learning coordinator, and site supervisor(s) of any circumstances that may impair my performance or ability to complete my internship/co-op.

**Learning Outcomes**

*See the course syllabus for specific student learning outcomes.*

**Learning Objectives**

By the end of this internship/co-op, I plan to achieve the following learning objectives specific to my placement:  
*Please consult with your professor and site supervisor(s) when developing your learning objectives.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The information I have provided in this form is accurate and I agree to abide by the terms stated herein. I recognize that, as an intern from Cape Cod Community College, I represent the College to the community. I therefore agree to conduct myself professionally at all times during my internship/co-op and to abide by all rules and procedures of the host site.

Student Name (printed): \_\_\_\_\_

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

**A copy of this form must be place on file with the following stakeholders:**

\_\_\_\_\_ Faculty Member \_\_\_\_\_ Academic Department \_\_\_\_\_ Career Services  
(Grossman Commons 204)

**PART B. TO BE COMPLETED BY THE DESIGNATED FACULTY MEMBER:**

**General Information**

Faculty Name: \_\_\_\_\_ Title: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Academic Criteria**

See the course syllabus for the number of hours required to earn credit for this cooperative learning experience.

**College Responsibilities**

- The College shall assign a Faculty Supervisor to a student participating in an internship/co-op.
- The Faculty Supervisor shall consult in establishing learning objectives, working with the student and site supervisor(s) to ensure a productive learning experience.
- The Faculty Supervisor shall establish consistent communication with the student.
- The Faculty Supervisor shall establish a method of grading the student.
- The Faculty Supervisor shall consult with the site supervisor(s) regarding the student's performance at least twice during the off-campus learning experience.
- The Faculty Supervisor shall determine whether a student has satisfactorily completed an internship/co-op and award a grade based on the student's performance, accomplishment of the learning objectives and required experience.
- The Faculty Supervisor and/ or the Career Development Counselor shall assist the student or employer with addressing/resolving issues or disputes that may arise at the internship/co-op site.

**PART C. TO BE COMPLETED BY HOST SITE:**

**General Information**

Experiential Learning Host Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Site contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Experiential Learning start date \_\_\_\_\_ & end date \_\_\_\_\_ to fulfill \_\_\_\_\_ hours

Student's experiential learning schedule: \_\_\_\_\_

Will the student work under multiple supervisors/personnel throughout the course of the internship/co-op? Yes \_\_\_\_\_ No \_\_\_\_\_

How frequently will a site supervisor meet with the Student? \_\_\_\_\_

Will the student be compensated during this experience? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

Please state specifically the Student's key intern duties and responsibilities during this experience, **or attach a Job Description.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Off-Campus Learning Experience Host Site Responsibilities**

- Off-Campus Learning Experience Host Site will provide supervision to oversee the student's internship/co-op experience.
- A site supervisor(s) will review the student's learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience in consultation with the faculty coordinator.
- Site Supervisor, working with the student and Faculty Coordinator and Career Counselor, shall provide an internship/co-op experience that will enable the student to work toward achieving the learning objectives.
- The host site supervisor(s) will meet **regularly** with the student to discuss the internship/co-op experience.
- A site supervisor(s) shall consult as necessary with the Faculty Coordinator regarding the student's progress and provide a midterm and final evaluation of the student's job performance.
- Off-Campus Learning Experience Site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines.
- Off-Campus Learning Experience Site shall expect the student to actively participate in work activities which contribute to the student's educational training, but the student may not replace a regular paid employee.
- Off-Campus Learning Experience Site shall expect the student to act in a professional manner at all times.
- Off-Campus Learning Experience Site may dismiss a student at any time for performance or behavioral issues. Where practicable, the Site agrees to consult with the Faculty Coordinator and/ or the Career Development Counselor prior to any such dismissal decision is made.
- Site agrees not to discriminate based on a student's race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

The Off-Campus Learning Experience Host Site agrees to permit the student to participate as an intern pursuant to this Agreement. The learning objectives stated herein are realistic and the Site Supervisor shall work with the student to achieve those objectives. The college has made no representations about the quality of the student's work and the college will not be providing on-site supervision of this student during the internship/co-op.

**Host Site contact** (printed): \_\_\_\_\_

**Host Site signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_