



CSUCI ACADEMIC INTERNSHIP LEARNING PLAN

The Academic Credit Internship course and opportunity to work in a professional setting aims to prepare CSUCI students with real-life, real-time experience. An internship in an occupational setting will enhance their career-related skills. This CSUCI Learning Plan agreement will serve as contract outlining the expectations of both the intern (student) and site supervisor (employer) to strive towards a meaningful internship experience for both parties involved. Please complete and submit to the faculty sponsor/teaching the course.

INTERN (STUDENT) CONTACT INFORMATION:	
Intern Name:	
Intern Telephone (preferably cell):	
Intern Email (@myci.csuci.edu):	
Personal Email:	
SITE SUPERVISOR (EMPLOYER) CONTACT INFORMATION:	
Site Supervisor Name:	Telephone:
Company Name:	
Site Location Address:	
Site Supervisor Email:	
Additional Contact Name(s) & Email Addresses:	

Internship Schedule: This work schedule should be coordinated with the Intern and Site Supervisor in conjunction with the student's class schedule. The intern may fill out their availability below for the site supervisor to review. A mutually agreed upon schedule must be submitted on this form, including start and end of the internship dates.

Internship Start Date:

Internship End Date:

Day of Week	Internship Schedule (e.g. 9:00 a.m. to 2:00 p.m.)	# of Hours (e.g. 4, 5)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

* A CSUCI student may not work more than 20 hours per week when classes are in session. Fall and Spring semesters are 16 weeks in duration. For all academic credit internships, internship work hours must fall within those 16-week terms. If alternative arrangements are made, the student is responsible for informing their sponsoring course faculty.

INTERNSHIP LEARNING OUTCOMES

In an effort to provide a meaningful internship experience for all parties involved we require the intern and site supervisor to complete the following learning outcomes with measurable benchmarks together to ensure mutual agreeance for the semester's internship. *The NACE Core Competencies have been outlined for your reference.*

SKILLS: Think about the variety of industry-related skills that you expect the student to acquire by the end of the internship through mentorship and guidance.

Learning Outcomes <i>By the end of the internship, the student will be able to...</i>	
1	
2	
3	
4	
5	

TRAINING: Identify the specific training methods you will use to ensure the intern achieves each learning outcome outlined above. Consider the type and frequency of mentorship and feedback you will provide and any materials, assignments, or orientations the intern must complete as part of the ongoing training process.

Learning Outcome	Proposed Training Method <i>To help the intern achieve the proposed learning outcomes, I will...</i>
1	
2	
3	
4	
5	

TASKS: Finally, develop specific tasks, projects, or assignments that are intended to demonstrate the intern's progress towards achieving the learning outcomes. *While administrative tasks are important, we ask that any administrative assignments account for no more than 20% of the student's time throughout the internship.*

Learning Outcome	Tasks, Projects, or Assignments <i>The intern will demonstrate their learning outcomes by...</i>
1	
2	
3	
4	
5	

By signing this document, I agree that I have read and reviewed the CSUCI Learning Plan agreement and I fully understand the commitments and expectations of my role as an Intern. I also agree to complete any forms, evaluations, or other paperwork required by either the program or my Site Supervisor.

Intern Printed Name**Intern** SignatureDate

By signing this document, I agree that I have read and reviewed the CSUCI Learning Plan agreement and I fully understand the commitments and expectations of my role as a Site Supervisor for the semester. I agree to comply with the expectations to the best of my ability to ensure a meaningful learning experience for the student intern.

Site Supervisor Printed Name**Site Supervisor** SignatureDate