



**CLAYTON STATE UNIVERSITY**  
**College of Information and Mathematical Sciences-Information Technology Department**  
**INTERNSHIP LEARNING AGREEMENT (cont.)**

This **Internship Learning Agreement** is established to provide a basis of understanding between Clayton State University (CSU), the student intern, and the internship site. This agreement commits neither the internship site nor the student to permanent employment.

The **CSU Associate Director of Career Services or Faculty Coordinator** agrees to:

1. Provide related academic assignments coordinated with the internship experience.
2. Communicate with the internship supervisor throughout the semester to evaluate student's work performance.
3. Assess degree to which student meets stated learning objectives.

The **Internship Site** agrees to:

1. Provide an internship experience that permits student to meet her/his learning objectives.
2. Provide supervision that emphasizes the student's safety as well as the learning objectives.
3. Clarify to permanent employees the expectations for the student's internship.
4. Notify CSU in a timely manner of any serious problems related to the internship, including a need to terminate student's participation.
5. Furnish all necessary supplies and equipment.
6. Communicate periodically with CSU representatives regarding student's work performance.
7. Complete and submit a final internship evaluation on a designated form at the end of each semester. This evaluation will provide input for the student's course grade.

The **Student** agrees to:

1. Follow the rules and policies that apply to all employees.
2. Perform assigned tasks in a responsible manner.
3. Demonstrate honesty, punctuality, cooperation, courtesy, and a willingness to learn.
4. Maintain regular attendance both at CSU and at the internship site.
5. Avoid unsafe acts and be alert to unsafe conditions.
6. Notify appropriate internship site personnel or CSU Associate Director of Career Services of any significant difficulties experienced at the internship site.
7. Provide records or reports required by either CSU or the internship site.
8. Facilitate obtaining a completed, end-of-semester evaluation form from site supervisor.