



Internship/Learning Agreement

Section 1 – Student Identification			
Last Name, First Name:		Western ID:	
Email Address		Major/PreMajor	

Section 2 – Registration Information			
Total Credits:		Faculty Advisor:	
Internship Start Date:		Internship End Date:	
Number Credits Per Quarter (F/W/S/Sum)			
<i>Note: You must be registered for credits during quarters you perform any part of the internship work (Including Summer Session) to include writing of reports...this can be spread over multiple quarters. You are expected to register an appropriate number of credits based on anticipated hours worked BY Quarter (Example: Working 120 hours during Summer = 4 Credits Summer Enrollment)</i>			

Section 3 – Organization for Internship	
Organization Name:	
Intern Supervisor Name:	
Mailing Address:	
Email Address:	
Phone Number:	
Description of Duties (Or Attach Job Description):	

Section 4 – Learning Objectives

What do I intend to learn from this experience:

How does this experience contribute to my educational goals:

If Faculty require any additional Learning Objectives, they should be listed here:

Section 5 - Deadlines, Evaluation, and Assessment (Completed by faculty advisor)

Meet with Advisor: _____
First Draft Due: _____
Final Draft Due: _____

	Yes	No
Additional Learning Objectives (as assigned by faculty)		
Oral Presentation Required		
Daily/Weekly Log Require		

Section 6 – Students Certification

I certify that I have read the University Policy on Risk Management Considerations for Student Internships and I will [report](#) any injuries suffered while performing internship promptly to WWU.

[http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20\(14\).pdf](http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20(14).pdf)

I will endeavor to represent myself and my college well and will abide by the relevant policies, procedures and ethical standards of the university and the internship organization.

I understand that 30-hours of work per credit earned is expected for an internship. I understand that I am expected to enroll in a number of credits commensurate with hours worked each quarter.

**Student's
Signature/Date**

Section 7 – Internship Site Supervisor Certification

I have reviewed the student's indicated learning objectives and on behalf of my organization agree:

- To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the assignment
- To regularly evaluate/provide feedback to student on progress, projects and areas of growth
- At or near the completion of the assignment to provide an evaluation of the student's performance
- To review and approve the Student's Learning Plan and communicate with Huxley College if areas are not going to be met.
- To supply the student with, and abide by the organization's policy against discrimination and/or harassment in the workplace
- To contact the instructor or the Huxley Internship Coordinator (360) 650-3646, ed.weber@wwu.edu should any problems arise

**Internship Site
Supervisor
Signature/Date**

Section 8 – Faculty Advisor Certification

I certify that the student intern and I have reached agreement on the learning objectives and academic expectations for this experience. These objectives are challenging and enriching to the student's academic and/or career goals.

I will award grades after satisfactory completion of all learning objectives/tasks/reports assigned and load final internship report onto the Huxley Server. *P:\Huxley\PUBLIC_folders\COLLEGE_OFFICE\Intern_Reports*

**Faculty Advisor's
Signature/Date**

Section 9 – Huxley College Internship Coordinator

Actions:

1. Review Agreement
2. Update Course Override
3. File Agreement in Student Records
4. Communicate with Employers as necessary during internship

Registering and Completing ENVS/ESCI 498B Credits

YOU MUST BE REGISTERED FOR INTERNSHIP CREDITS WHENEVER YOU ARE PERFORMING WORK RELATED TO THE INTERNSHIP TO RECEIVE ACADEMIC CREDIT

- This **INCLUDES** Summer Sessions

REQUEST FACULTY MEMBER TO OVERSEE 498B CREDITS

- The CRNs for ENVS/ESCI 498B credits are linked to Huxley faculty members
- Students need to speak with the faculty member for these credits
 - If possible, students should have a draft of an Internship/Learning Agreement completed before they approach a faculty member to supervise the internship.
 - Most students use their faculty academic advisor as their faculty internship supervisor
 - During Summer Sessions, your faculty advisor may not be available. If not, then register for internship credits with Ed Weber, Huxley Internship Coordinator
- Environmental Science students register for ESCI 498b and all others for ENVS 498b
- Registration for 498B (Internship Credits) requires an override, which is normally given by Huxley College Internship Coordinator (Ed Weber, ES545)
 - You should have a completed/signed Huxley Learning/Internship Agreement signed before the override will be input

CRNS FOR ENVS/ESCI 498B

- See Classfinder for the CRNs for ENVS/ESCI 498B Internship credits
 - During Summer Sessions, if your faculty advisor is not listed, please register for credits with Ed Weber, Huxley College Internship Coordinator

VARIABLE CREDIT REGISTRATION ON WEB

- Initially you can only register for one credit.
- Return to the registration menu after registering. Then go to Change Variable Credits to change the 1 credit to the number of credits desired. (Instructions for Changing Variable Credits are included on the Add/Drop page for registering.)

RESOLVING K GRADES

- To graduate, you must receive a passing grade for any credits listed on your major evaluation.
- (For Internship, students must receive a Satisfactory (S) for S/U grading. **Incomplete grades not completed and graded after a year from the quarter of registration automatically become a U (Unsatisfactory) or a Z (equivalent to an F). Incompletes can impact financial aid standing.**)

REPORT SUBMISSION

- Always consult with the faculty advisor **in advance** about how much time he/she will need to read and grade the report by the end of the graduation quarter.
 - The most difficult time to get a grade on a report is for summer quarter graduation because faculty are generally not available during this time.
 - Spring graduation is a close second in difficulty because many faculty leave campus for extended periods after their last final.
- Students with incomplete K grades on 498B credits should provide a list of quarters with K grades to the faculty advisor with the submitted report to ensure proper grading credit. Information to provide: Student Name, Student Number, Name of Course (i.e., ESCI 498B), Quarter(s) of K grade, Number of credits of K grade per quarter.