

Internship Learning Covenant

Entrepreneurial Leadership

NAME OF INTERN _____

STUDENT E-MAIL _____

NAME OF FIELD MENTOR _____

NAME OF BUSINESS/ORGANIZATION _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____

FIELD MENTOR E-MAIL _____

To be completed by Field Mentor:

Period covered by this agreement (dates) from _____ to _____

REMUNERATION: _____

Specify ALL items other than cash or salary being offered (insurance, transportation, reimbursements, allowances, budgets, etc.):

How reimbursements will be handled: _____

Assignment of office hours and office space (if applicable):

The Field Mentor must have weekly one-hour conferences/debriefing with the intern. The time and place can be mutually arranged by the intern and the field mentor. This time needs to be scheduled (without interruptions). If needed, an additional co-mentor may be assigned should the Field Mentor be away. The university request that the Field Mentor miss no more than two of these weekly meetings.

As part of the mission of Mid-Atlantic, the Internship program seeks to assist students in understanding the environment and culture for the world in which they live and work. Cultural differences can be in many areas: ethnic, racial, gender, age, socio-economic, etc. The following outcomes for students have been established in this area and we ask Field Mentors to be especially cognizant of how students are achieving these goals. Discussion of these areas would be of value during the weekly mentoring meetings.

1. Students will be able to use their knowledge of cultural differences to navigate intercultural experiences successfully.
2. Students will be able to demonstrate interest in other cultures through initiating inquiry and interaction.
3. Students will be able to suspend premature judgments when interacting cross-culturally.

The time and location of this will generally be: _____

The intern is expected to attend the following regularly scheduled meetings:

The intern is to carry out the following specific responsibilities on a regular basis during the internship:

Daily expectations:

Weekly expectations:

Special activities:

The intern reports directly to: _____

Questions or grievances concerning the intern or the internship are to be directed to:

(Please also attach a complete job description if available)

Any other items specifically agreed upon? (vacation/time off, relationships, dress code, conduct, etc):

To be completed by the Intern:

What specific goals would you like to accomplish by the completion of this internship?

What expectations do you have of the internship and/or the Field Mentor?

Review your goals from the Internship Orientation class with your Field Mentor. Attach these goals to this learning covenant.

PLEASE REVIEW TO MAKE SURE ALL ASPECTS OF INTERNSHIP EXPECTATIONS ARE COVERED.

By Signing below, all persons agree to complete and fulfill the Learning Covenant details above. All understand and consent for this information and subsequent files, papers, forms or issues to be shared or summarized with appropriate persons before, during or after the internship for grading, conflict resolution, arbitration, debriefing, etc. All will strive to see that guidelines are met and paperwork is completed on time.

Signatures (all required).

_____ Date _____
Student Intern

_____ Date _____
Internship Field Mentor

_____ Date _____
Faculty Mentor