



BENEDICT COLLEGE
School of Arts and Sciences
Communication & Arts Department

LEARNING GUIDE/PROJECT OUTLINE

This internship agreement is only valid for:

Internship Course Number: MASS 440 Minimum hours required: 120 Credits earned 3

Student

Name: _____ Major: _____

Course title: _____ Faculty supervisor: _____

Email address: _____ Major: _____

Describe your learning goals during this internsh

Benedict College Faculty Internship Instructor

Faculty supervisor Susan Dugan Department: Communication & Arts

Phone #: 803 360 1784 Email address: susan.dugan@benedict.edu

Indicate the following academic requirements that must be completed:

Y Maintain Daily/Weekly Journal

Y Maintain Log of Completed Hour

Internship Site

Internship Site Supervisor _____ Date _____

Internship site: _____

Internship address: _____

Street _____ city _____ state _____ zip _____
Internship site supervisor: _____ Supervisor's title _____

Phone #: _____ Supervisor's email address: _____

Start date: _____ Completion date: _____ Hours per week: _____

Internship location/department: _____ Student wages: NA/unpaid position
Or _____

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1. Duties and responsibilities of this work assignment (or attach job descriptions). _____

2. General objectives of this assignment (or attach description of internship objectives): **See course syllabus.** _____

3. Specific requirements of this student _____

Signatures

Student Intern: I accept the responsibilities as stated on this agreement. I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and adhere to the relevant organizational policies, procedures, functions, and standards of ethical conduct.

Student's Signature

Date

Internship Site Supervisor: I have discussed the internship and this Learning Agreement with the student. I agree to provide the student with an orientation concerning the organizational policies, procedures, functions, and standards of ethical conduct as well as meet regularly with the student. I agree to conduct an evaluation of the student and to participate in a site visit and/or conference call with the student and Benedict College Internship Coordinator.

Internship Site Supervisor's Signature

Date

Benedict College Internship Instructor: I have discussed the internship and this Learning Agreement with the student. I agree to make myself available to talk with the student and/or supervisor about the internship experience, and to conduct an on-site visit and/or conference call with the student and supervisor.

Instructor's Signature

Date