

### Internship Approval Form

(Please use Variable Credit Form for Independent Study, Directed Study or Practicum)

#### PACKET INSTRUCTIONS

- ☐ Work with your Academic Advisor to choose an appropriate Internship and to choose a Faculty Internship Advisor.
- ☐ ALL FORM FIELDS are REQUIRED. Complete ENTIRE PACKET, including signatures.

- ☐ Submit a copy of Page 1 of this packet to the Office of the Registrar prior to starting *any* work. Taylor 300, registrar@western.edu.
- ☐ Final evaluation should be submitted to the Faculty Internship Advisor, do NOT submit evaluations to the Office of the Registrar.

*\*\*Entire packet and documents associated with the Internship are kept by the Faculty Internship Advisor\*\**

*\*Regular tuition and fee rates apply. Please refer billing question to the Cashier at 970-943-3003.\**

#### Student Information

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Current GPA \_\_\_\_\_

#### Course Information (1 credit=37.5 contact hours - full-term [15-week] 3 credit course requires a total of 112.5 hours or 7.5hrs/week)

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Number of weeks \_\_\_\_\_ Term/Year \_\_\_\_\_  
 (cannot extend beyond the end of the semester)

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_  
 (Ex: BUAD 499) (Title will print on transcript, 26 characters including spaces)

Average hours per week committed to project \_\_\_\_\_ Is this internship being used to fulfill a specific requirement? ☐ NO ☐ YES

If yes, what specific requirement? \_\_\_\_\_  
 (This will take the place of a Course Substitution Form)

#### Employment Information

Company/Firm/Agency Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ ☐ Unpaid ☐ Paid Amount \$ \_\_\_\_\_

#### Signatures indicate approval of an internship and

(e.g. responsibilities, project description and other appropriate forms, dissemination of internship provider contact information).

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Student signature certifies that the work being done for this course is not being used in any other course. **Student understands regular tuition and fee rates apply.**)

Employer's Signature \_\_\_\_\_ Printed Employer's Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty Internship Advisor Signature \_\_\_\_\_ Printed Faculty Internship Advisor's Name \_\_\_\_\_ Date \_\_\_\_\_

**\*\*By signing, you (instructor) are agreeing that you have reviewed the student's record and determined that prerequisite(s) have been met, or that you are permitting the student to be overridden into your class if they have not met the prerequisite(s).**

Department Chair's Signature \_\_\_\_\_ Printed Department Chair's Name \_\_\_\_\_ Date \_\_\_\_\_

**Worksheet (optional)**

*Use this spreadsheet to ensure the number of contact hours required will be met.*

<b><u>Week</u></b>	<b><u># of Hours to complete</u></b>	<b><u>Work to complete</u></b>	<b><u>Total # of Hours Completed</u></b>
<b><u>1</u></b>			
<b><u>2</u></b>			
<b><u>3</u></b>			
<b><u>4</u></b>			
<b><u>5</u></b>			
<b><u>6</u></b>			
<b><u>7</u></b>			
<b><u>8</u></b>			
<b><u>9</u></b>			
<b><u>10</u></b>			
<b><u>11</u></b>			
<b><u>12</u></b>			
<b><u>13</u></b>			
<b><u>14</u></b>			
<b><u>15</u></b>			
<b><u>Final Totals</u></b>			

The Thanksgiving week holiday, Spring Break week, and finals week are not included in the number of weeks.

## Internship Information and Instructions

Internships may be offered for a range of credits. The range of credits is set by the discipline and is published in the Catalog.

***Students must register for an internship prior to beginning work associated with the internship.*** Any student work completed prior to course registration will not be counted toward the hours required for the course credit. The student must be enrolled for the credits during the term in which the studies begin. This coursework is part of a student's academic load for the semester. A request for changes of credit to internship registration after the work begins may be considered through a petition process in extenuating circumstances. The petition must be signed by the faculty Internship Advisor, the Department Chair and the Registrar.

To register for an internship course, the student must submit a completed and signed approval form for registration in an internships course to the Office of the Registrar. Some disciplines may have additional requirements for registration. Substituting internship credit courses for required courses in the major or minor is at the discretion of the discipline.

### **NOTE:**

- It is the student's responsibility to obtain the appropriate signatures and deliver the form to Office of the Registrar.
- Once the form is delivered to Office of the Registrar, the course will be set up based on the specifics on this form, and the student will be registered by the Office of the Registrar.
- The course title on the form will appear on the transcript.
- The student must be registered for the internship prior to the start of the work.
- Failure to present this form to Office of the Registrar prior to beginning the studies associated with the course results in no credit or grade.

## Western Colorado University Internship Project Description

The student is to clearly articulate objectives for the internship. Credit will be awarded to the student for successful completion of objectives. An example of an Objective is “to learn more about the corporate world by working in an office setting, attending weekly meetings, and participating on a project team”.

### **Objectives**

**Objective 1 is** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. What are you going to accomplish by the end of the internship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. How are you going to accomplish it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. How will you measure your achievement of this objective? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 2 is** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. What are you going to accomplish by the end of the internship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. How are you going to accomplish it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. How will you measure your achievement of this objective? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 3 is** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. What are you going to accomplish by the end of the internship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. How are you going to accomplish it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. How will you measure your achievement of this objective? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 4 is** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. What are you going to accomplish by the end of the internship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. How are you going to accomplish it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. How will you measure your achievement of this objective? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Project Description Form**

Provide a narrative description of the project: \_\_\_\_\_

---

---

---

---

---

---

---

Describe how the internship applies and enhances the learning in your major: \_\_\_\_\_

---

---

---

---

---

---

---

List the documentation of evidence of project completion: \_\_\_\_\_

---

---

---

---

---

---

---

## Western Colorado University Internship Project Responsibilities Form

### **Professional and Academic Responsibilities**

#### **Student Responsibilities**

- Develop the plan and complete the internship paperwork with the faculty advisor.
- Maintain regular communication with the Faculty Internship Advisor.
- Provide regular reports documenting the learning experience as agreed to with the Faculty Internship Advisor.
- Consult with the employer and Faculty Internship Advisor when issues or concerns arise.
- Follow instructions on assignments required by the Faculty Internship Advisor.
- Meet with the Faculty Internship Advisor at regular intervals and at the conclusion of the experience.

#### **Faculty Internship Advisor Responsibilities**

- Develop the plan and complete the internship paperwork with the student.
- Serve as a resource person for the student and the employer.
- Consult with the employer concerning the nature of the learning experiences.
- Maintain the Responsibilities, Project Description, Internship Student Agreement and Release and Internship Employer Agreement forms as well as the Internship Evaluation for an Internship.
- Review student work, determine a final grade, and submit final grade by the deadline for the appropriate term.

#### **Employer Responsibilities**

- Assign as the student supervisor a staff member who will serve as a resource and role model.
- Provide internship students an initial orientation, covering the agency's purposes, policies, programs, facilities and administration.
- Explain to the student his or her role and responsibilities and what the agency expects.
- Provide the student with a weekly schedule, indicating the times the student must be present and the work assignments to be performed.
- Inform the Faculty Internship Advisor immediately of any problems concerning a student's performance.
- Complete an evaluation of the student intern and return it to the Faculty Internship Advisor.

#### **Other Academic Responsibilities of the Student (optional):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **Other Academic Responsibilities of the Faculty Internship Advisor (optional):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## WESTERN COLORADO UNIVERSITY INTERNSHIP STUDENT AGREEMENT AND RELEASE FORM

### **Understanding**

I understand that the internship program is a joint effort between Western Colorado University (Western) and participating employers, each of whom becomes a partner with the University in higher education; that the University and participating student must recognize that the employer's objectives of staff development and productivity must be reasonably accommodated. Western cannot guarantee placement of an applicant, or timing of such, location or pay rate. Student qualifications, faculty approval and the employer's needs must be integrated.

### **Agreement**

1. I understand that an internship is an academic program for which academic credit is awarded. I acknowledge that I must register and pay tuition for the appropriate internship course when I have accepted a position.
2. I agree to remain with the internship employer from \_\_\_\_\_ to \_\_\_\_\_, provided the employer wishes to continue my services. I will not terminate or arrange to be released from my internship without prior approval from my Internship Advisor.
3. I will ascertain from my employer conditions of the work experience prior to accepting a position. I will abide by all the rules and regulations of the employer and Western.
4. I will develop, complete and submit internship-related learning reports and provide them to my Intern Advisor within the time frame established.
5. I will, to the best of my ability, perform the assigned duties and academic requirements of my internship. I understand that academic credit is given when the assignment is completed to the satisfaction of my Faculty Internship Advisor.
6. In accordance with Federal Unemployment Tax Act 1971, Internal Revenue Code 3306(c)10(c), I will work on this job for the specified period of time in the Internship Program and will leave voluntarily upon completion. I will not apply for unemployment benefits.
7. I understand that Western will not have any financial obligation to me or to my employer in conjunction with the execution of this agreement.
8. I understand that if I receive remuneration from my internship employer, Western Colorado University will not assume any liability for actions taken by me as an employee while performing this internship assignment.
9. I hereby hold harmless, release, and indemnify Western and its officers and employers from any harm or injuries, that I may incur during my employment under this program.

Signature indicates acceptance of this agreement and release conditions:

---

Student Signature

---

Date

## WESTERN COLORADO UNIVERSITY INTERNSHIP EMPLOYER AGREEMENT

### **Understanding**

I understand that the internship program is a joint effort between Western Colorado University (Western) and participating employers, each of whom becomes a partner with the university in higher education; that the University and participating student must recognize that the employer's objectives of staff development and productivity must be reasonably accommodated. Western cannot guarantee placement of an applicant, location or pay rate. Student qualifications, faculty approval and the employer's needs must be integrated.

### **Agreement**

1. To provide the necessary orientation, training, precautionary safety instruction and supervision in the performance of duties and responsibilities detailed in the Learning Objectives for \_\_\_\_\_, which is attached.  
Student Name
2. To complete a final written evaluation of the student's work, which will be submitted no later than: \_\_\_\_\_.
3. To maintain a regular supervisory relationship with the student.
4. To promptly communicate with the Faculty Internship Advisor regarding any questions, concerns or problems with the intern.
5. To employ the intern in accordance with the dates specified in the Learning Contract. Any termination or release from duties must be communicated to the Faculty Intern Advisor prior to any action being taken.
6. To understand the responsibility for providing worker's compensation and liability insurance in accordance with Colorado State Law and to agree to provide such coverage as required. In accordance with C.R.S. 8-40-302(7)(a)-(c), the employer is responsible for providing worker's compensation and liability insurance coverage for those students receiving remuneration for the student internship experience. In cases where the student is not receiving any remuneration for the work experience from the employer, the educational institution sponsoring the student is responsible for providing worker's compensation and liability insurance coverage.
7. To hold harmless, release and indemnify Western and its officers and employees from any consequence arising from any actions of the intern during the period of the internship.
8. I specifically acknowledge that Western Colorado University is under no financial obligation for the payment of wages, stipend or other forms of remuneration to the intern, and the employer will not be reimbursed for any such payments made to the intern during the course of the internship unless provided for under a separate contract.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Employer / Supervisor Signature

\_\_\_\_\_  
Print Employer / Supervisor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Internship Advisor Signature

\_\_\_\_\_  
Print Faculty Internship Advisor Name

\_\_\_\_\_  
Date

## Western Colorado University Internship Evaluation

Student Name \_\_\_\_\_  
Last First Initial

### **Evaluation Instructions**

Please complete this form and share it with the student in an in-depth discussion as to how the student may improve his/her performance. Then send the evaluation promptly to the Faculty Internship Advisor. (This evaluation form and various internship situations may not always match. Please include comments when necessary, and you may want to attach your agency evaluation to this form.)

Please check how often you met with the student to discuss performance and assignment:

- \_\_\_\_\_ Daily (at least 30 minutes)
- \_\_\_\_\_ Once a week
- \_\_\_\_\_ Twice a week
- \_\_\_\_\_ Every two weeks
- \_\_\_\_\_ Other (please explain)

What type of guidance was given to the student during the assigned period? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please comment on your evaluation of the student in relation to the following areas, as applicable:***

Attendance, dependability and notification of absences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance in relation to quality and quantity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ability to communicate with others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interpersonal relations with others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acceptance of constructive criticism: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initiative, judgment and versatility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Summary of Review**

Describe the student's strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe areas for improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Consider the following criteria in the overall rating of this student's performance:**

### **RATING SCALE**

**Excellent** (Grade of "A")

### **CRITERIA**

The student's performance was outstanding. This means that the student's performance was the very best you might reasonably hope for on this particular project. Be a bit cautious in giving this rating; it should go only to the top 10 percent of interns.

**Above Average** (Grade of "B")

The student's performance was a little more than you might expect. It indicates an all-round efficient performance on the student's part.

**Average** (Grade of "C")

The student's performance was satisfactory or what you would expect in normal circumstances. Performance is without special strengths or weaknesses. Performance is adequate and no more.

**Below Average** (Grade of "D")

The student's performance was not satisfactory; however, the student is capable of improvement through further experience.

**Unsatisfactory** (Grade of "F")

The student performed poorly. It shows that the student was not suited to the experience.

Based on the student's total performance, the recommended grade for the student would be (please check one):

A\_\_\_\_\_

B\_\_\_\_\_

C\_\_\_\_\_

D\_\_\_\_\_

F\_\_\_\_\_

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Printed Employer's Name

\_\_\_\_\_  
Date

Western appreciates your effort in employing and helping educate this student! For the future:

1. Are you willing to hire another student in this area of employment? Yes\_\_\_\_\_ No\_\_\_\_\_ Let's Talk \_\_\_\_\_

2. Do you have opportunities for students in other areas of employment? Yes\_\_\_\_\_ No\_\_\_\_\_, If yes, area: \_\_\_\_\_

***\*Please return this form to the Faculty Internship Advisor\****