

# INTERNSHIP CONTRACT (TMD 461, 462)

## Procedure

1. Prior to the first day of classes in a semester, the student consults with an instructor with expertise in the particular subject area who is willing to suggest strategies to find a position and supervise the internship.
2. Once a position has been identified the student obtains a detailed outline of the job responsibilities from the employer.
3. After further consultation with the instructor, the student completes the contract. This involves describing the nature of the duties and responsibilities of the position, the learning objectives of the experience, and how they fit the TMD/TM curriculum. It also includes the number of hours to be worked, the number of credits to be earned, and the detailed means by which the student will be evaluated. The student, employer, instructor, and department chairperson sign the contract.
4. The student registers for the course by a permission number from the supervising faculty. This is done by the final add date in the semester during which the internship work is done.

Employer/Supervisors Name, Address, Phone			
Student's Name:		Year in school	
:		Credits earned	
Semester/yr of internship		GPA	
	Number of credits:	TMD 461	
		TMD 462	
	Total credits expected*		

\*The number of credits to be earned for a particular internship will be determined by the faculty supervisor in conjunction with the employer. It will be based on the number of hours involved (with a guideline of 45 hours worked per credit) and the quality and variety of work undertaken (i.e. a placement in which the student does essentially repetitive duties that do not change with time would be limited in the number of credits).

Prerequisites that qualify you for the position:	
Date field work begins	
Date field work ends	
Number of hours. per week	

<u>Job Title and Description</u>	
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<u>Learning objectives</u>	
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<u>Means of evaluation</u> (e.g., weekly reports, final paper, portfolio, regular meetings, site visit, supervisor evaluation):	
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	Signed	Date	Phone #
Student			
Work Supervisor			
Faculty Supervisor			
Dept. Chair			