

PLACEMENT DESCRIPTION FORM

We appreciate your interest in providing an internship for our students. Please thoroughly complete both sides of this form.

INTERNSHIP PLACEMENT	
Organization Name: _____	Date: _____
Address: _____	City: _____ State: _____
Zip: _____	Phone: (_____) _____ Fax: (_____) _____
Web Site: _____	Email: _____
Contact Name for Internship: _____	Title: _____
Phone: (_____) _____	Ext.: _____ Email: _____
Brief Description of Organization: _____	

SUPERVISION	
Direct Intern Supervisor: _____	Supervisor's Title: _____
Time Employed with Organization: _____	Amount of time in current position: _____
Previous Education/Training: _____	
Phone: (_____) _____	ext. _____ Email Address: _____

INTERNSHIP DETAILS	
Name of Student Intern: _____	Internship Title/Position _____
Describe intern's workspace: _____	
Will a stipend/ hourly wage be paid by the organization to the intern? Yes/No If yes, what is the amount? _____	
Please specify any other forms of compensation that will be made by the organization to the intern (i.e. rent, car allowance, travel reimbursements, etc.) _____	
Please state the student's primary duties/projects/responsibilities for this internship (attach job description if available): _____ _____ _____	
Requirements (academic background, special skills, etc.): _____ _____	
Application Method (i.e. resume, interview) & Due Date: _____	
Type of Orientation/Training available: _____	

HOURS

Due to variation in the weeks of each semester, the work hours differ. Please review the following and circle the appropriate hours that correspond with the intern's expected workload at your agency.

DATES	PART-TIME 6 Credits	PART-TIME 9 Credits	FULL TIME 12 Credits
FALL 13 Weeks: Early Sept – Early December	208 hrs total (16 hrs/wk)	312 hrs total (24 hrs/wk)	416 hrs total (32 hours/week)
SPRING 13 Weeks: Mid/Late Jan – Early May	208 hrs total (16 hrs/wk)	312 hrs total (24 hrs/wk)	416 hrs total (32 hrs/wk)
SUMMER 10 Weeks: Mid May – End of July	200 hrs total (20 hrs/wk)	300 hrs total (30 hrs/wk)	400 hrs total (40 hrs/wk)

SUPERVISOR AGREEMENT

Supervision and Work Environment:

Our primary concern is providing our students with a professional learning experience. In order to do this we ask that the placement site supervisors agree to provide the intern with a hands-on learning experience that combines practical application, observation, professional opportunities and mentorship. We also require the student to receive adequate supervision in a reasonably safe environment with the necessary tools and equipment to perform intended services. Past student interns have indicated that regularly scheduled meetings with the supervisor to discuss work assignments and performance greatly enhances the student's experience.

CREDITS EARNED & INTERN PAY

All students enrolled in the OIEE internship program will receive 6-15 academic credits for their internship experience. While we do not require the agency to pay the student intern or provide him/her with a stipend, if the agency has the means to do so, it is appreciated but not a condition of the internship experience. However, if your student is *only* earning credit, the following Department of Labor standards must be met:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school. The training is for the benefit of the trainees.
- The trainees do not displace regular employees, but work under close observation.
- The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion his operations may actually be impeded.
- The trainees are not necessarily entitled to a job at the completion of the training period.
- The employer and the trainees understand that the trainees are not entitled to wages for the time spent training.

Please sign below to verify that you have read and agree to the program requirements.

Supervisor:

Print Name

Signature

Date

ADVERTISING:

Did you advertise this internship on RhodyNet: Yes No

In the future, if you would like to advertise this opportunity to the University of Rhode Island campus community please visit <http://career.uri.edu> and click on the Employer part of the *RhodyNet* login oval in the upper left corner of the page. To create an account for your organization select "Click here to Register" (under the login boxes), complete contact information, and then post the job. Be sure to complete all mandatory fields (indicated with an *). After a quick approval from URI Career Services, your position will be live on the site. You can also view and register for job fairs under the Career Events tab and add a job under the "Jobs" tab. Please don't hesitate to contact Kat Swistak (kswistak@mail.uri.edu or 401-874-4038) should you have any questions, concerns or difficulties.

Refer to the Employer Section of the OIEE website: www.uri.edu/internships/employers for additional information on preparing for your intern, compensation, hours/dates, legal standards, and advertising your position.

Please fax this to 401-874-4320 or have the student intern bring it to the Internship Office

To: Internship Supervisor
From: Office of Internships and Experiential Education, Intern Advisor
Re: Student / Supervisor Agreement

Thank you for your interest in and support of the URI Internship Program. Your participation affords our students the opportunity for personal and professional growth. It is an experience which our students value, and do not take lightly. In fact, I am pleased to say that our student interns have been commended for their diligence, work ethic and professionalism. We are confident that you will find them a welcomed addition to your staff. Due to the academic nature of the URI Internship Program, our students must fulfill certain requirements. While the intern advisor oversees the academic component, we do need your assistance in the following areas:

The Learning Contract

The Learning Contract serves as the academic and professional road map for the intern's semester. It clearly identifies the student's learning objectives and how they plan to accomplish these, as well the work place requirements, intern responsibilities and hours. Students must submit their contracts by the second week of the semester. We ask our supervisors to take the time to meet with the intern during the first week of the placement to discuss and negotiate this very important requirement.

Mid-term and Final Evaluations

Interns will provide their supervisors with midterm and final evaluation forms. We hope that you will take the time to discuss the evaluation with the student before submitting it to our office.

Supervision and Work Environment

Placement site supervisors agree to provide interns the following: adequate supervision in a reasonably safe environment with the necessary tools and equipment to perform intended services. Past student interns have indicated that regularly scheduled meetings with the supervisor to discuss work assignments and performance greatly enhances the student's experience.

Absenteeism

If a student is absent from the placement due to illness or other reasons for an extended period of time (over two days), the student is expected to make up the time at the agency. Students are required to follow the agency's daily work schedule and follow procedures for reporting illness, absenteeism and tardiness.

Certificate of Insurance

Please provide a copy of your agency's certificate of insurance prior to the start of the internship. This is to ensure the agency is up to date.

Again, thank you for your support. If you have any questions or need further assistance, please do not hesitate to call (401) 874-2160.

Please sign below to verify that you have read and agree to these program requirements. Return to the student to submit to our office or fax to (401) 874-4320.

Intern: _____
Print Name Signature Date

Supervisor: _____
Print Name Signature Date

Placement Site: _____