



INTERNSHIP LEARNING CONTRACT

INTERNSHIP PROJECT TITLE:	
INTERNSHIP SITE	Host name (business or organization)
	Internship supervisor (supervisor of intern)
	Address
	Phone
	Supervisor's e-mail address
STUDENT INTERN	Name
	Mailing address
	Phone
	E-mail address
FACULTY INTERNSHIP SUPERVISOR	Name
	Phone
	E-mail address
	Number of credits requesting

FOR THE STUDENT

The following pages contain questions you will need to answer before starting your internship. Many of these you will answer together with your internship host and faculty supervisor, so schedule a meeting as early in the planning process as possible. This contract should then be sent to the Viticulture and Enology major coordinator, Andrea Elmore (ace23@cornell.edu). Your draft proposal may be approved as submitted, or you may be asked to make revisions and resubmit.

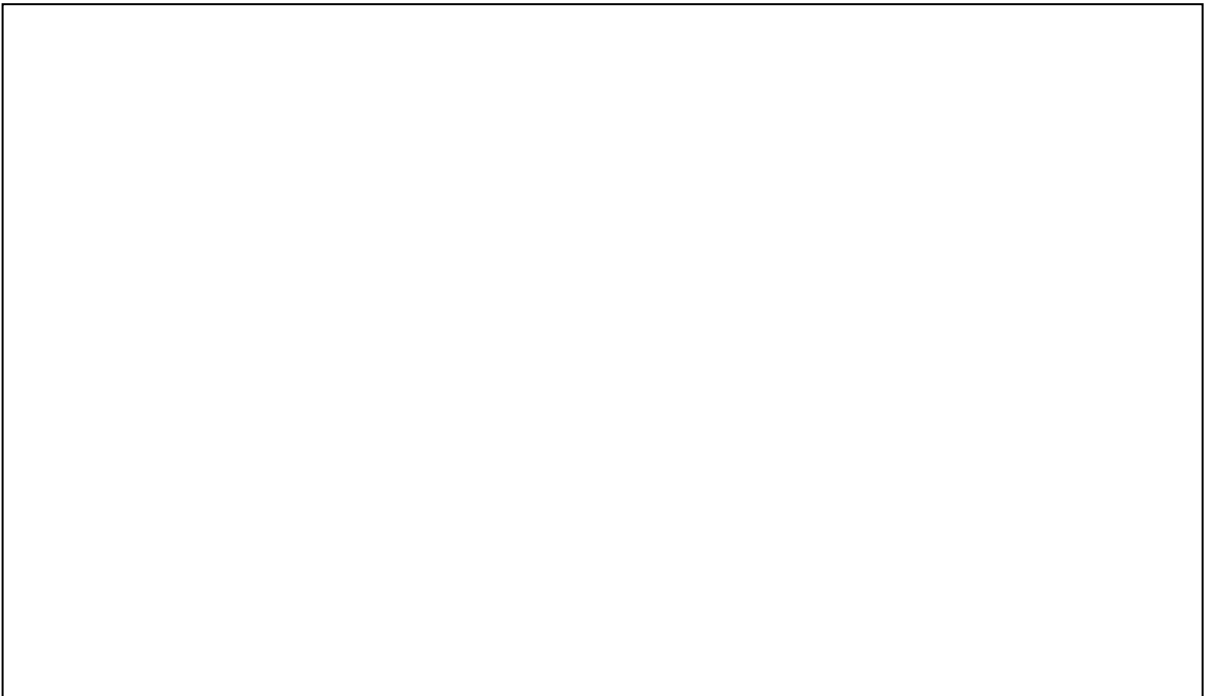
CREDITS

Internships can be conducted any time of year, but should fall within Cornell's general policy of **one credit hour for each 45 hours of off-campus work**. This means that you can conduct 'intensive' internship work outside of the semester (e.g., during breaks), or a few hours each week while enrolled in classes. Your faculty supervisor will work with you to choose the number of credits appropriate for your project. You can take up to **three credits** of internship work at one time, with a maximum of **six total credits** earned for internships while at Cornell.

What are your roles and responsibilities during your internship?



Describe the supervision to be provided by the internship host. What kind of orientation, instruction, assistance, weekly meetings, consultation, mentorship, etc. will you receive and from whom?



What do you intend to learn through this experience and describe how your internship will enable you to meet your learning objectives.

List ways you and your faculty supervisor have agreed you'll document learning (as part of receiving credit). Please check all that apply:

Blogging

Written report of activity

Reflective journal

Paper and literature review on selected topic

Oral presentation,
If so, where?

Other activity_____

PART THREE: THE AGREEMENT

A. The **student intern** agrees to:

1. Perform to the best of his or her ability and to the satisfaction of the internship supervisor all assigned tasks.
2. Adhere to all personnel rules, regulations, and other standard requirements of the host business/organization, including regular and punctual reporting to the internship site (to be agreed upon with your host and faculty sponsor).

Student intern's signature: _____

date: ____/____/____

B. The **internship supervisor** agrees to:

1. Work directly with the student and make arrangements with the student concerning the expectations, hours, duties, and overall goals described in this contract.
2. Provide a good learning environment for the student, with a broad range of experiences.
3. Communicate periodically with the student about his or her performance, keeping a record of the student's hours and performance on the job.
4. Complete an evaluation of the student's performance to be sent by the Viticulture and Enology major coordinator. The evaluation will be sent to the coordinator at the completion of the internship.
5. Complete these tasks during the period beginning ____/____/____ and ending ____/____/____.

Internship supervisor's signature: _____

date: ____/____/____

C. **Viticulture and Enology faculty supervisor** agrees to:

1. Advise and support
2. Upon request from the student, internship supervisor, or major coordinator, help to resolve any difficulties that may arise.

Faculty supervisor's signature: _____

date: ____/____/____