



College of  
Agricultural & Life Sciences  
UNIVERSITY OF WISCONSIN-MADISON

**For-Credit Internship Agreement**

A for-credit internship is a learning opportunity in which the student works in a professional environment and receives university credit through associated academic projects mentored by a UW-Madison instructor. Although internships vary greatly, there are general policies and processes that will help students and instructors identify appropriate internship opportunities and ensure the internship is a valuable learning experience.

Student Name: \_\_\_\_\_

UW Student ID: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

**Instructor Information:**

The *Instructor* is ultimately responsible for your academic work and determines your grade for the course.

- Instructors must have a UW-Madison appointment and be a [Qualified Instructor](#).
- Instructors are responsible for establishing instructional contact with the student to provide mentoring, support, feedback, and other academic activities.
- Instructors are responsible for ensuring that credit is linked to academic activities and projects relevant to the expected learning outcomes of the course.
- Instructors are responsible for evaluating student academic work and determining the appropriate grade.
- These responsibilities cannot be delegated to others.

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Internship Contact Details**

Internship Organization Name and Location \_\_\_\_\_

Internship Site Supervisor \_\_\_\_\_

Internship Site Supervisor Email and Phone Number \_\_\_\_\_

### **Credits and Timeframe of Internship**

Credit and internship must be simultaneous – credit cannot be given for previous workplace experiences. Students must enroll in the internship course for the semester in which they are actively engaged in the internship.

Start date of internship (month and day): \_\_\_\_\_

End date of internship (month and day): \_\_\_\_\_

Semester (must align with above dates): \_\_\_\_\_

How many hours per week will the student be working? \_\_\_\_\_

Total number of hours for the semester: \_\_\_\_\_

Course Subject listing/number (e.g., BIOCHEM 399): \_\_\_\_\_

Credits: \_\_\_\_\_

**\*\*Note that internships do not automatically qualify for credit, as credit is only given for academic work. Federal requirements are at least 45 hours of academic work per credit. Most internships consist of academic and non-academic work. General guidelines are that 80 hours of work equals one internship credit to account for non-academic work like washing glassware, filing or printing, etc.**

Student work responsibilities (discuss with supervisor and list planned job duties or attach job description):

What are the learning outcomes for this internship? What does the student hope to learn?

1. Apply classroom knowledge to authentic work experiences

Additional learning outcomes:

- 2.
- 3.
- 4.
- 5.

How will the student demonstrate their learning? Describe a summary project to which a grade can be attached. It is best practice to additionally require 1) a reflection on the relationship between coursework and the internship skills and responsibilities and 2) progress reports and/or a performance evaluation from the internship site.

Internship Student Responsibilities:

- Enrolling in the internship course identified by the Instructor in a timely manner.
- Maintaining professional behavior consistent with a work environment.
- Complying with company work hours, policies, and procedures, including handling of confidential information.
- Communicating professionally and consistently with the site supervisor and the UW-Madison instructor.
- Fulfilling work responsibilities and ensuring the site supervisor is kept apprised of issues that arise.
- Applying knowledge learned in coursework to the internship experience.
- Completing the internship experience outlined above, including work hours, start and end dates, work responsibilities, learning outcomes, and summary project.
- Providing the site supervisor with relevant course paperwork, such as progress reports and evaluations.
- Notifying the Instructor promptly of any issues with the internship experience.
- Submitting assignments (evaluations, reflections, and/or performance evaluations) and summary project documentation to the Instructor in a timely manner.

Internship Site Supervisor Responsibilities:

- Providing intern with an orientation to the business/agency, its policies, its employees, and the student's work responsibilities.
- Providing intern with appropriate resources and supervision are provided based on the student's skills, experience, and time.
- Understanding the student's learning objectives. Projects and activities should allow the student to meet the objectives and gain professional experience related to his or her program.
- Maintaining regular communication with the student during the internship experience to provide feedback, answers to questions, and professional development.
- Communicating with Instructor if necessary regarding issues that arise with the intern or internship.
- Reviewing the student's assignments and summary project and providing feedback to the student.
- Completing any required paperwork for the course, such as progress reports or performance evaluations.

Internship Instructor Responsibilities:

- Ensuring that student has permission to enroll for an internship course (generally numbered 399).
- Providing student with an orientation at the time of enrollment regarding the nature and purpose of the internship academic experience.
- Providing student with internship documentation (progress reports, etc) and deadlines for assignments.
- Communicating regularly with student on progress and experience.
- Communicating with site supervisor and student if necessary regarding any issues.
- Assigning and evaluating assignments and projects, including performance evaluations and/or reflections.
- Assigning a grade for the course after evaluation of the academic work and assigned projects.

***I understand and agree to the information outlined in this agreement, including the responsibilities outlined above.***

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_