

Nyack College

Learning Contract for an Internship {490}

F-1 Visa Students must be authorized by the Designated School Official (DSO) to engage in any Course 490 Internships served off-campus.

Guidelines

The *Learning Contract* is an agreement between a professor, a supervisor and a student to complete an internship within a specified time frame. Internships are designed for students who desire to complement their classroom learning with experiential learning in a particular field of study.

- Note:** -> *Contracts* may not be made for work already completed.
-> Students on Academic Probation may not make a *Contract*.
-> There is a limit of one *Contract per* semester.
-> The student must have successfully completed 12 credits of study in the major field to be considered for an internship.

Deadline and Tuition:

CONTRACT PROPOSALS MUST BE SUBMITTED FOR APPROVAL TO THE REGISTRAR'S OFFICE NO LATER THAN THE LAST DAY OF THE ADD/DROP PERIOD. The student will not be registered for the course until the completed contract has been received.

A contract may be included in the flat rate tuition charge, providing it has been submitted for approval by the deadline. Proposals presented at any other time during the academic year will be charged separately at the rate for credits taken above 18. It is the student's responsibility to submit the contract proposal.

Completing the *Contract*:

1. A student must prepare a proposal for the internship in conjunction with the major professor and the on-site supervisor.
2. Complete all parts of the *Contract*
 - A. *Purpose(s)*: State your learning goals, amount, level, and type of learning.
 - B. *Activities*: Describe the reading resources, methods of inquiry to be mastered, concepts and histories to be learned. The relationship between your learning activities and learning goals should be clear.
 - C. *Methods and Criteria of Evaluation*:
List the specific reports, exams or projects from which you and your mentor will determine the degree to which you have achieved the purposes of your study. This evaluation will serve as the basis for grading.
 - D. *Schedule*: List at least two {2} dates and times per credit hour for meetings with your mentor to discuss and assess your progress.
3. After the Dean of the College approves the proposal, the student will be registered for the course.
4. *The student is responsible for all follow-up in the course.*

Nyack College

Office use only:
Course Id: _____
Term: _____

Learning Contract for an Internship {490}

Student Name: _____ Social Security Number: _____
(Last) (First) (Middle)

Student ID# _____

Total Number of Credits Earned: _____ Cum GPA: _____ Number of Credits for this Contract: _____

Credits and Length of Time: Every credit of internship study must demonstrate that the student has done at least 45 hours of work; therefore, a 3 credit internship requires 135 hours of work.

Hours/week: _____ Schedule: _____

Date Contract *Begins*: _____ Date Contract *Ends*: _____

Department: _____ Type of Internship: _____

Location: _____

Mentor: _____

Supervisor: _____

Supervisor's Credentials: _____

[All information must be typed]

A. Purpose(s) and Goals:

Office Use:
CVUE REG STU ACCTS

B. Learning Activities:

1. Behaviors to be learned -

2. Theory to be applied -

C. Methods and Criteria of Evaluation:

D. Schedule with Mentor -

1 credit: Meeting #1 date: _____ + Meeting #2 date: _____

2 credits: Meeting #3 date: _____ + Meeting #4 date: _____

3 credits: Meeting #5 date: _____ + Meeting #6 date: _____

Signatures:

Student: _____ Date: _____

Mentor: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

School Dean: _____ Date: _____