

## Internship Learning Contract

The process for which internship experiences are developed, participated in, and recorded happen in a couple of ways. Existing internship positions that don't change significantly in responsibility are filled through a process of applying/ interviewing with internship host. The second option is the student created internship, which is vetted on an individual basis through the development of the Learning Contract. The latter process takes a minimum of 6-weeks to complete.

The student is responsible for assuring all pre-requisite courses and co-requisite courses are either met or available prior to starting the contract development process.

Information required (must be typed):

1) Student Information

- a. Name:
- b. Email:
- c. Phone:
- d. Degree Program:

2) Timing of Internship

- a. Semester Internship Requested (semester/ year):
- b. Anticipated Start Date:
- c. Anticipated End Date:
- d. Anticipated Hours per Week:
- e. Number of Semester Credit Hours Requested (4,500 minutes (75hrs)/ 1 semester credit hour; done in whole semester credit hours):

3) Intern Host Supervisor Information

- a. Organization Name:
- b. Supervisor Name [no immediate family member or Aultman College student may supervise]:
- c. Supervisor Title:
- d. Supervisor Email:
- e. Supervisor Phone:
- f. Address:
- g. Website:

4) Internship Information

- a. Brief Description of Internship Organization:

- b. Internship Title:
- c. Internship Responsibilities Description:
- d. Learning outcomes (at least 4 based on the degree Program Outcomes, see [College Handbook](#)):
  - i. As a result of this internship experience I will . . .
    - 1.
    - 2.
    - 3.
    - 4.

5) Describe orientation and/or training you will receive:

6) Where will this internship take place (approximate percentage of time):

residential/home \_\_\_\_\_

office \_\_\_\_\_

public space \_\_\_\_\_

7) Internship: paid or unpaid

8) Have you started your internship and/or have you volunteered, worked, or interned with this organization before?  Yes or  No

a. If you answered "yes" to the above, for how long and in what capacity did you work?

9) Some host sites may require students to submit proof of vaccinations, submit to drug screening, or submit to a background check before beginning their internship. It is the student's responsibility to complete these extra steps and to cover any necessary costs. Results of any required screenings will be sent to the internship site supervisor, who will notify the college if a student is not acceptable for placement.

What requirements exist, if any:

Any other requirements during internship (e.g., transportation to program location, uniform, safety equipment):

10) It is important that both the student and Intern Organization host be familiar with two polices, if there are any questions please contact the academic Program Director

a. [Employee Rights Under the Fair Labor Standards Act \(FLSA\)](#)

- i. [Federal Guidelines for Unpaid Internships Under the Fair Labor Standards Act \(FLSA\)](#)
- b. [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)

11) The Intern Organization (IO) has the right to request Aultman College (AC) to withdraw a Student from the Internship if, in IO's discretion, IO determines that the Student's performance is unsatisfactory or the Student's health status or conduct is detrimental to the student's successful completion of the Internship or to the well-being of the patients, personnel and visitors at IO. Upon receipt of such request from IO, AC shall remove such student from the Internship.

12) The intern understands and will uphold all professional standards or dispositions of the academic program. I have read and understand these standards or dispositions.

- a.  Yes or  No

13) Each Student is responsible for:

- a. Obtaining medical care at his/her own expense for any injuries sustained at IO.
- b. Reporting to IO on time and following all established regulations during the regularly scheduled operating hours of IO or agreed upon schedule.
- c. Obtaining prior written approval of IO and AC before publishing any material, including patient health information, relating to the Internship.
- d. Obtaining prior written approval from AC and Aultman Human Research Review Board if the Intern is to publish and/or collect human data.
- e. Complying with all applicable policies and procedures of IO and AC.

**14) Intern Organization's Obligations**

- a. IO shall provide the Students with the opportunity to gain practical experience by observation or performance under supervision and to apply skills the Students have already learned. IO agrees to provide appropriate space, personnel, and resources at designated sites for Students.
- b. IO agrees to assign an Internship Supervisor, for the duration of the Internship. Such Internship Supervisor shall be an employee or agent of IO who will cooperatively work with AC during the Internship and who will supervise Students at IO.
- c. IO will provide the Student(s) and AC faculty, as applicable, the following:
  - i. Orientation to IO, including, without limitation, its rules, regulations, administrative policies, standards and practices and appropriate OSHA training relevant to the Internship.
  - ii. IO will comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 ("**FERPA**") as applicable to the Internship. IO will not be obligated to provide any Student information to AC except as permissible under FERPA.
  - iii. IO will communicate any requirements for participation (e.g., immunizations, transportation, or background check) to the Student prior to

individual student agreement. IO will track student compliance with requirements.

Each party shall be legally and financially responsible for the acts and omissions of itself and its employees, directors, officers, representatives or agents and will pay all losses and damages attributable to such acts or omissions for which it is legally liable. Except as provided herein, this Agreement shall not be construed to create a contractual obligation for one party to indemnify the other party for loss or damage resulting from any act or omission of such other party or its employees, directors, officers, representatives or agents, nor to constitute a waiver by either party of any rights to indemnification, contribution or subrogation that the party may have by operation of law.

15) An External Precepting Internship Affiliation Agreement is on file with the College:   
Yes or  No

Signatures

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

IO Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Health Sciences Program Director: \_\_\_\_\_ Date: \_\_\_\_\_