**CALIFORNIA STATE UNIVERSITY LONG BEACH (CSULB), DEPARTMENT OF GEOGRAPHY**

**Internship in Applied Geography & Environmental Science & Policy– Contract**

**Dear Internship Sponsor:**

Thank you for your sponsorship of a CSULB Student Intern and for providing an invaluable learning opportunity. The purpose of this Contract is to formalize the internship relationship between the Intern and the Sponsor for the purposes of receiving Internship course credit. Both student and Internship Supervisor are required to complete this form.

Description of Internship Responsibilities and Expectations

Please provide a brief description of the expected scope of this internship. Include the type of work to be performed by the student and related activities the student can expect to engage in during the placement.

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| Does this internship require face-to-face interaction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (answer yes or no) If it does, please complete the Face-to-Face Internship Exception Request form. Is this internship paid? \_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_ (answer yes or no)If this internship is unpaid, we request a 60/40 training-to-work ratio (see agreement #8 below).  |

**General Requirements of the Internship:**

The most successful internship placements are those where students provide a needed service to the sponsoring organization and as a result, gain practical experience and training that helps prepare them for their future.

By signing this contract, you (the student intern’s supervisor) certify that you:

1. are the student intern’s immediate supervisor,
2. will inform the intern of appropriate expectations for the internship, and
3. will provide the intern with regular feedback about his/her work.

You (the student intern’s supervisor) also agree to:

1. offer information about the overall organization, its mission and operations,
2. give the intern the opportunity to complete a total of 120 hours over a relatively consecutive period of time, approximately 8 hours per week for a 15-week period (Fewer hours per week is permissible for a longer than 15-week period.),
3. assign the intern work tasks that involve deliberate learning (Tasks will not be limited only to clerical work.),
4. give the intern the opportunity to observe and participate in solutions to practical geographic or environmental problems, and
5. 60% of the intern’s hours will focus on training, learning, and professional development, and no more than 40% on minimally or unsupervised work tasks (applies to unpaid internships).

By signing this contract, you (the student intern) certify that you will:

1. work a total of 120 hours in your placement in order to receive three units of course credit.
2. keep a log of your hours and a brief journal of your activities,
3. abide by the rules, regulations and procedures of the sponsoring organization,
4. perform the duties assigned to you to the best of your ability,
5. maintain a professional attitude, appearance, and work ethic (Attendance, punctuality, dependability, good judgement, and maintaining a high quality of work are expected.), and
6. communicate course deadlines and obtain signatures from supervisor regarding all mandatory paperwork that confirms internship placement, sponsor information, and intern performance evaluations.

Student's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Complete The Following Information:**

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| --- | --- | --- | --- |
| **Course Semester:** |  | **Intern’s Start Date:** |  |

**Student Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:**  |  | **Telephone:** |  |
| **Student ID:** |  | **Email:** |  |
| **Emergency Contact:** |  |
| **Emer contact Telephone:** |  | **Relationship:** |  |

**Internship Sponsor Information:**

|  |  |
| --- | --- |
| **Organization** |  |
| **Department** |  |
| **Direct Supervisor** |  | **Title** |  |
| **Address:** |  |
| **Telephone:** |  | **Email:** |  |

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| --- |
| **If the student has already completed internship hours, please indicate how many and certify with your signature below.** Hours completed: \_\_\_\_\_\_\_\_\_\_\_Sponsor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The Internship Sponsor is welcome and encouraged to contact the Director of the Applied Internship Program (Christine L. Jocoy) to discuss the program and/or student.

**Please email a scanned copy, mail by post, or deliver this form to**:

Dr. Christine L. Jocoy, Professor and Director, Applied Internship Program, Department of Geography

California State University Long Beach, 1250 Bellflower Boulevard, Long Beach, CA  90840-1101

562-985-1383 (office) | 562-985-8432 (geography office) | Christine.Jocoy@csulb.edu