

BA Internship Contract

Discipline _____

Student Name: _____ Student ID#: _____

Title of Internship _____ Course #: _____

Quarter: _____ Credits: _____ (each unit = 33 hours)

Name and Address of Site: _____

Evaluator Name: _____ Degree: _____

Evaluator Email: _____ Phone: _____

NOTE: The direct supervisor may not be related by blood, marriage, intimate bond to the student employee or student worker, as any and all of these relationships could impair the effectiveness of the supervision, as well as the perception of authority of the supervisor.

Please include your evaluator's resume with this contract.

Resume on file

Learning Objectives Students will be evaluated on three main learning objectives:

1. Assume responsibility for varied duties and job functions

What experiences, duties, assignments, and functions will the student undertake?

2. Demonstrate the ability to perform tasks previously unknown

What specific knowledge, skill and/or attitudinal competencies will be acquired?

3. Complete weekly internship log and appropriate number of hours for the internship credit

Student must complete 33 hours per one academic unit

Learning Documentation & Demonstration (assessment):

How will accomplishment of learning objectives be demonstrated to the evaluator?

What criteria will be used for the assessment?

Some examples of documentation and demonstration might be regular meetings with a supervisor, written documentation of activities, work products, level of active participation, etc.

Resources Required:

What readings or other learning resources will be used, if any?

Evaluator Role:

Must submit evaluation by last week of the quarter; Evaluators will receive an evaluation form via email

What forms of assistance has the evaluator agreed to provide?

Antioch University Santa Barbara holds 5 Primary Goals for internships. We encourage site supervisors and students keep these goals in mind throughout the internship:

- Allow students to provide service to the community;
- Provide students opportunities to apply classroom learning to community problems;
- Allow students to learn new theoretical ideas in experiential contexts;
- Expose students to “real-life” social conditions of various work places and populations; and,
- Give students the opportunity to explore particular work roles and settings in order to make better career choices.

Number of Hours to be Completed: _____

Scheduled Start Date: _____ **Scheduled Completion Date:** _____

Evaluation and Internship Log to be submitted to Antioch by (date): _____

We agree to the above learning plan:

Student: _____ Date: _____

Evaluator: _____ Date: _____

Student's Academic Advisor: _____ Date: _____

Release of Liability

ANTIOCH
UNIVERSITY
SANTA BARBARA
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Santa Barbara, CA 93101
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In exchange for participation in off-campus activities through Antioch University, I hereby release from all liability Antioch University, its employees, agents, and directors.

I acknowledge that Antioch University does not maintain health insurance for me. If I were to be injured in any way through my participation, I acknowledge and agree that I am fully responsible and that Antioch University has no liability or responsibility for my injury.

I have read the foregoing and agree to be bound by it.

Course Number:

Program:

Description of Off-Campus Activity:

Date(s) of Activity:

Student Printed Name

Student ID Number

Student Signature

Date



BA Internship Log For _____

DATE

TIME

SUPERVISOR

DATE	TIME	SUPERVISOR