



HUXLEY

COLLEGE OF THE ENVIRONMENT

Internship/Learning Agreement

Section 1 – Student Identification			
Last Name, First Name:		Western ID:	
Email Address			

Section 2 – Registration Information			
Total Credits:		Faculty Advisor:	
Internship Start Date:		Internship End Date:	
Number Credits Per Quarter (F/W/S/Sum)			
<i>Note: You must be registered for credits during quarters you perform any part of the internship work (Including Summer Session) to include writing of reports...this can be spread over multiple quarters.</i>			

Section 3 – Organization for Internship	
Organization Name:	
Intern Supervisor Name:	
Mailing Address:	
Email Address:	
Phone Number:	
Description of Duties (Or Attach Job Description):	

Section 4 – Learning Objectives

What do I intend to learn from this experience:

How does this experience contribute to my educational goals:

Describe your roles/responsibilities listing duties, projects to be completed, reports, research, and other expectations (attach additional pages if required):

Section 5 - Deadlines, Evaluation, and Assessment (Completed by faculty advisor)

Meet with Advisor: _____

First Draft Due: _____

Final Draft Due: _____

Additional Learning Objectives (YES / NO)
(as assigned by faculty)

Oral Presentation Required (YES / NO)

Daily/Weekly Log Required (YES / NO)

Section 6 – Students Certification

I certify that I have read the University Policy on Risk Management Considerations for Student Internships and I will [report](#) any injuries suffered while performing internship promptly to WWU.

[http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20\(14\).pdf](http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20(14).pdf)

I will endeavor to represent myself and my college well and will abide by the relevant policies, procedures and ethical standards of the university and the internship organization.

I understand that 30-hours of work per credit earned is expected for an internship.

Student's Signature

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Section 7 – Internship Site Supervisor Certification

I have reviewed the student's indicated learning objectives and on behalf of my organization agree:

- To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the assignment
- To regularly evaluate/provide feedback to student on progress, projects and areas of growth
- At or near the completion of the assignment to provide an evaluation of the student's performance
- To review and approve the Student's Learning Plan and communicate with Huxley College if areas are not going to be met.
- To supply the student with, and abide by the organization's policy against discrimination and/or harassment in the workplace
- To contact the instructor or the Huxley Internship Coordinator (360) 650-3646, ed.weber@wwu.edu should any problems arise

**Internship Site
Supervisor Signature**

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Section 8 – Faculty Advisor Certification

I certify that the student intern and I have reached agreement on the learning objectives and academic expectations for this experience. These objectives are challenging and enriching to the student's academic and/or career goals. I will award grades after satisfactory completion of all learning objectives/tasks/reports assigned and load final internship report onto the Huxley Server. *P:\Huxley\PUBLIC_folders\COLLEGE_OFFICE\Intern_Reports*

**Faculty Advisor's
Signature**

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Section 9 – Huxley College Internship Coordinator

Actions:

1. Review Agreement
2. Update Course Override
3. File Agreement in Student Records
4. Communicate with Employers as necessary during internship

Registering and Completing ENVS/ESCI 498b Credits

YOU MUST BE REGISTERED FOR INTERNSHIP CREDITS WHENEVER YOU ARE PERFORMING WORK RELATED TO THE INTERNSHIP TO RECEIVE ACADEMIC CREDIT

- This **INCLUDES** Summer Sessions

REQUEST FACULTY MEMBER TO OVERSEE 498b CREDITS

- The CRNs for ENVS/ESCI 498b credits are linked to Huxley faculty members
- Students need to speak with the faculty member for these credits
 - If possible, students should have a draft of an Internship/Learning Agreement completed before they approach a faculty member to supervise the internship.
 - Most students use their faculty academic advisor as their faculty internship supervisor
 - During Summer Sessions, your faculty advisor may not be available. If not, then register for internship credits with Ed Weber, Huxley Internship Coordinator
- Environmental Science students register for ESCI 498b and all others for ENVS 498b
- Registration for 498b (Internship Credits) requires an override, which is normally given by Huxley College Internship Coordinator (Ed Weber, ES545)
 - You should have a completed/signed Huxley Learning/Internship Agreement signed before the override will be input

CRNS FOR ENVS/ESCI 498b

- See Classfinder for the CRNs for ENVS/ESCI 498b Internship credits
 - During Summer Sessions, if your faculty advisor is not listed, please register for credits with Ed Weber, Huxley College Internship Coordinator

VARIABLE CREDIT REGISTRATION ON WEB

- Initially you can only register for one credit.
- Return to the registration menu after registering. Then go to Change Variable Credits to change the 1 credit to the number of credits desired. (Instructions for Changing Variable Credits are included on the Add/Drop page for registering.)

RESOLVING K GRADES

- To graduate, you must receive a passing grade for any credits listed on your major evaluation.
- (For Internship, students must receive a Satisfactory (S) for S/U grading. **Incomplete grades not completed and graded after a year from the quarter of registration automatically become a U (Unsatisfactory) or a Z (equivalent to an F). Incompletes can impact financial aid standing.**)

REPORT SUBMISSION

- Always consult with the faculty advisor **in advance** about how much time he/she will need to read and grade the report by the end of the graduation quarter.
 - The most difficult time to get a grade on a report is for summer quarter graduation because faculty are generally not available during this time.
 - Spring graduation is a close second in difficulty because many faculty leave campus for extended periods after their last final.
- Students with incomplete K grades on 498b credits should provide a list of quarters with K grades to the faculty advisor with the submitted report to ensure proper grading credit. Information to provide: Student Name, Student Number, Name of Course (i.e., ESCI 498b), Quarter(s) of K grade, Number of credits of K grade per quarter.