

**Bachelor Degree Internship Program**  
**INTERNSHIP LEARNING AGREEMENT (ILA)**  
**Between**

Student Name

and

Business/ Agency Name  
(full legal name from company website)

Prerequisite and Details: *Internship Eligibility Application must be approved and on file in the School office before ILA is submitted. Students are responsible for submitting the ILA prior to the start date of the internship. The School Administrative Assistants will register students for the appropriate internship course.*

Term\* in which you are seeking credit:  Spring  Summer  Fall Year: 20

\* Term must match time period in which most or all of internship is underway.

Start Date of Internship End Date of Internship Number of credits to be earned for this internship  UnPaid  Paid

If this is a paid internship, please indicate how you are being paid and how much:

 Hourly wage  /hour Stipend, Commission, Salary or Other (Please explain. Ex. \$350/week)

\*Note: Unpaid internships, and those paid in any way other than an hourly wage, require an Affiliation Agreement. The School Office will process this additional paperwork. The internship cannot begin until all paperwork is finalized and the intern is registered for the internship.

## Contact Information

\*Please note that the e-mail addresses entered here will be used for the Workflow to obtain signatures for the full ILA document, so please ensure that they are exact.

**Student Intern Name**

E-mail  Phone Number

Major/Degree  Anticipated Graduation Term

Home Address - Street Address

Home Address - City  State  Zip Code

**Faculty Supervisor Name**  E-mail

Title/Department  Office Location

Primary Contact Phone  Office Phone

**Internship Site Supervisor Name**

Business/Agency Name

Title  E-mail

Phone Number  Fax Number

Site Mailing Address - Street Address

Site Mailing Address - City  State  Zip Code

Business/Agency Physical Address (if different from mailing address)

**Additional Information**

Attach your completed Objectives and Activities page here.

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## ANSC 450 Bachelor Degree Internship Program Student Learning Outcomes & Objectives and Activities

### Internship Student Learning Outcomes ANSC 450:

- Students will develop the skills necessary to effectively communicate their thoughts and ideas in both written and oral form.
- Students will develop a high level of ethical and professional standards, thereby improving future employability.
- Students will utilize their understanding of animal science to make sound decisions that will allow them to function effectively in the ever changing animal industry.
- Students will master the technical and practical skills necessary for day-to-day operations at the cooperating internship site.
- Students will understand the role that the cooperating entity plays within the larger context of the agricultural world.
- Students will demonstrate self-direction and initiative in performing assigned duties.

### Internship Objectives and Activities Instructions:

1. Please review the outcomes above with the Faculty Supervisor.
2. **In a new document**, list objectives of your internship and the specific activities to be completed. Indicate approximate amount of time to be devoted to each activity. Be as specific as possible. (The Faculty Supervisor will provide guidance in initial preparation of this section with input from the Site Supervisor.)
3. Once completed and approved by your faculty supervisor, please attach **this form AND your typed document** (Word or PDF document required) to the Internship Learning Agreement (ILA). *Please do not attach and submit this document until everyone agrees to the objectives and activities you've provided.*

For help completing this task or with the internship registration process please email [internships@cobleskill.edu](mailto:internships@cobleskill.edu)

## INTERNSHIP OBJECTIVES AND ACTIVITIES SAMPLE

### Internship Job Description:

This should be a short description of your position(s) you will have during the internship and why you've chosen this site.

### Objectives and Goals:

This should be a bulleted list of activities and duties that will help you demonstrate the learning outcomes required of your internship. Use percentages or indications of time (hours, days, weeks) of the internship time as a whole for each activity or duty.

SAMPLE

This agreement may be terminated for just cause by any of the persons signing this agreement, and each agrees to give a two week notice, where circumstances permit, to all other parties prior to termination.

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### STUDENT INTERN RESPONSIBILITIES:

*As a student seeking credit for an internship experience, I agree to:*

- Obtain approval from my faculty supervisor or the faculty member designated to approve internships in the department granting the credit for the proposed internship and site;
- Satisfy all financial obligations for the internship including tuition and fees;
- Perform to the best of my ability those tasks assigned by my site supervisor which are related to my learning objectives and to the responsibilities of this position;
- Abide by SUNY Cobleskill Student Conduct Code and academic policies, and follow all the rules, regulations and normal requirements of the internship site;
- Complete the academic requirements outlined in this ILA under the guidance of my faculty supervisor;
- Notify the faculty and site supervisors of any changes I need to make to this agreement or of any concerns or problems that may develop during the on-the-job experience;
- Terminate my participation only after discussing my concerns with my faculty supervisor and providing notice, when possible, to the site supervisor;
- Complete both the periodic and final evaluation forms in a timely manner;
- Complete final internship presentation and reporting as arranged with my Faculty Supervisor.

Student Intern Signature

Date

## **FACULTY SUPERVISOR RESPONSIBILITIES:**

**Academic Criteria:** See the department's Internship Syllabus/ Course Description for specific academic requirements.

*As a Faculty Internship supervisor, I agree to:*

- Keep in contact with the student (a minimum of 3 substantive contacts during internship) to provide guidance, support and evaluation;
- Visit the internship site (if possible) and contact the site supervisor at least four times during the semester to discuss the student's performance (using the most appropriate means of communication);
- Assess the student's learning based upon internship duties, a daily journal or log, communication with the site supervisor, the site supervisor's evaluation, completed activities required by the department including specified hours at the site, and the final student presentation or other assignments. Review online student and site evaluations and communicate appropriately. Submit appropriate paperwork for final credit and grades.

**Faculty Supervisor Signature**

**Date**

*As authorized representatives of the State University of New York, College of Agriculture & Technology at Cobleskill, I approve this entire agreement between listed parties.*

**Department Chair Signature**

**Date**

**Dean Signature**

**Date**

## **SITE SUPERVISOR RESPONSIBILITIES:**

*SUNY Cobleskill greatly appreciates you hosting our intern. Your role is integral to the student's internship experience and success.*

*As a site supervisor for this internship, I agree to:*

- Clearly discuss the requirements of the internship with the student intern;
- Work with the student to complete on-site goals, duties and learning objectives;
- Provide ongoing supervision and feedback to the student on his/her performance;
- Communicate with the faculty supervisor and meet with him/her during the site visit;
- Complete both the periodic and final evaluation forms in a timely manner;

**Site Supervisor Signature**

**Date**