**BIS 495 INTERNSHIP LEARNING CONTRACT**

Quarter: Click or tap here to enter text.

Name (First and Last): Click or tap here to enter text.

UW Email Address: Click or tap here to enter text.

Major(s): Click or tap here to enter text.

Year: Click or tap here to enter text.

UW Student ID Number: Click or tap here to enter text.

Phone: Click or tap here to enter text.

**Course Eligibility:** All must apply to be eligible for enrollment in BIS 495

* Must be an IAS Student who has completed BIS 300 prior to enrollment in BIS 495
* Attend all three mandatory BIS 495 classes on Fridays from 11AM-1PM in the 1st, 5th, and 10th weeks of the quarter (Summer quarter: 1st, 5th, and 9th weeks)
* Selected internship is a structured learning experience that provides opportunity to apply classroom knowledge in a professional workplace environment
* The internship has a clear beginning and end date (oftentimes a quarter long)
* The internship has clearly defined learning objectives
* The internship runs concurrent with the quarter in which you are enrolled in BIS 495

**Credit Enrollment:** BIS 495 is a variable credit course. Credits vary depending on the number of hours you will spend at your internship site. Please indicate how many credits you will register for:

|  |  |  |
| --- | --- | --- |
| 2 credits (4-6 hours/week) | 4 credits (10-12 hours/week) | 6 credits (15 or more hours/week) |
| 3 credits (7-9 hours/week) | 5 credits (12-14 hours/week) |  |

**Internship Site Information:** Please be as specific as possible. All information must be filled out for enrollment eligibility.

1. **Internship Site:** Give a brief description of the organization/company.

Click or tap here to enter text.

1. **Internship Title:** List your internship position title.

Click or tap here to enter text.

1. **Supervisor Information:** The supervisor is the individual who will monitor your progress during the internship and conduct your evaluations. Please confirm with your internship who this person will be.

Name (First & Last): Click or tap here to enter text.

Position Title: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Address: Click or tap here to enter text.

1. **Learning Objectives:** What skills do you hope to learn as a result of this experience? Select and discuss at least 2 of the [IAS core learning objectives](https://www.uwb.edu/ias/undergraduate/learning-objectives) in connection with your internship. How will this internship assist in meeting these goals? *Not fully answering this question is the reason most Learning Contracts are not approved the first time around.* **Be specific identifying at least 2 IAS learning outcomes, answering thoroughly.**

Click or tap here to enter text.

1. **Position Description:** What will you do as an intern for this organization? What will be your tasks and responsibilities? Be as specific as you can, checking with your supervisor.

Click or tap here to enter text.

1. **Training/Field Supervision:** Who in the organization will supervise your internship, and what type of (technical and/or safety) training(s) will you receive? Please be as specific as you can.

Click or tap here to enter text.

1. **Site Supervision:** How will you and your supervisor evaluate your work and progress? List **measurable** ways to evaluate your contribution to this organization.

Click or tap here to enter text.

**Academic Component:** In addition to readings and assignments, students registered in BIS 495 reflect on their internship experience through a series of weekly journal assignments done via Canvas and a final exhibit, all of which are based on guided questions developed by the Interdisciplinary Arts & Sciences Program. Given this information, the student and site supervisor must agree to keep clearly defined roles, thus adhering to the learning goals and expectations defined in this learning contract. Signing the Learning Contract indicates that you acknowledge this academic component.

**Agreements:** Carefully read the student and supervisor agreement terms below. Signing the Learning Contract indicates you will follow these agreements:

1. **The Student Intern agrees to:**
   1. Perform assigned tasks related to the internship component of this contract at a high level and to the satisfaction of the site supervisor. Adhere to all personnel rules.
   2. Spend the agreed hours per week for duration of quarter with the intern organization; attend mandatory class meetings; satisfactorily complete course assignments and final project.
   3. Communicate with the instructor of record, designated Career Services staff member, and site supervisor about any changes, revisions, or concerns regarding the internship.
2. **The Site Supervisor agrees to:**
   1. Provide training and site supervision for the student, keeping routine work such as data-entry to a minimum.
   2. Work directly with the student and make explicit arrangements with the student concerning the overall goals described in this contract, expectations, and records of the student’s hours and performance.
   3. Complete mid-term and final evaluations of the student’s performance over the course of the internship. Evaluations will be discussed with student and student will submit these to the course.

A designated Career Services staff member serves as a liaison between the University and host organizations and assists in class discussion and facilitation. The Career Services staff member will review the internship contract and provide professional consultations to the faculty, and site supervisor. Upon request from one of the parties, staff is available to assist in resolving any difficulties that may arise.

Academic credit will be granted for the internship when the instructor of record receives:

1. satisfactory evaluation of the student’s performance from the site supervisor
2. satisfactorily completed assignments and final project
3. the student’s completed self-evaluation of the experience.

This contract may be terminated or amended by the student, faculty and/or Career Services co-facilitator, or site supervisor at any time upon two weeks written notice or per the Employer's policy for termination, which is received and agreed to by the other parties. BIS 495 is subject to all University guidelines including but not limited to applicable tuition and fees, registration rules, and grading guidelines.

It should be understood this internship is not without risks. In signing this Learning Contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff. *In case of emergency, I, the student, give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance.*

In the event of a dispute, injury, or harm of any kind related to internship/internship site, it is the expectation that the site supervisor will contact the instructor of record within an immediate or reasonable timeframe.

**Signatures are required from both the intern and the supervisor** for enrollment eligibility. Signing here, electronically, indicates that you acknowledge the academic component, will follow through with the agreements, and accept any risks, as stated above.

A final, signed copy pf the learning contract will be sent to both the student and site supervisor.



Date Click or tap to enter a date. Date Click or tap to enter a date.

*Supervisor’s signature due by the first day of class*

*If unable to sign, supervisor should email* [*uwbintrn@uw.edu*](mailto:uwbintrn@uw.edu) *that they’ve read and agree to this Learning Contract*

**Career staff member contact:** **Faculty of record contact:**

Name: Will Radcliffe Name: Loren Redwood

Phone: 425-352-3632 Email: [lredwood@uw.edu](mailto:lredwood@uw.edu)   
Email: [uwbintrn@uw.edu](mailto:uwbintrn@uw.edu)

**Email the completed Learning Contract to** [**uwbintrn@uw.edu**](mailto:uwbintrn@uw.edu) **for admission into the course at least two weeks before the quarter.**