



RESPONSIBILITIES UNDER THIS INTERNSHIP LEARNING AGREEMENT

The Student, Employer, Faculty Advisor and Internship Coordinator agree to assume the responsibilities outlined below for the duration of the student's internship placement. NOTE: ALL signatures are required prior to the start of internships carrying academic credit.

EMPLOYER/SITE SUPERVISOR RESPONSIBILITIES (1st signature)\*:

- Verify that the position and duties meet UNM's internship criteria as noted in the Anderson Employer Internships Guide.
Provide a written job description for the internship position.
Provide an orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties.
Provide supervision and regular feedback to the intern regarding performance.
If an intern is considered an "employee" for purposes of the Fair Labor Standards Act (FLSA), then the employer must pay the intern at least the minimum wage.
Comply with Federal Laws prohibiting discrimination on the basis of race, color, national origin, sex, disability, and/or military status.
Notify the Internship Course Instructor in a timely manner if any problems arise during the internship.
Complete a final online evaluation of the student's performance (an evaluation form will be emailed to you).
Any re-disclosure of internship candidate/intern information is prohibited without the intern's express written consent (FERPA and HIPPA).
For your information: DOL Fact Sheet #71, Internship Programs Standards please go to www.dol.gov/whd/regs/compliance/whdfs71.htm.
For complete description of State of New Mexico Workers' Compensation information, please go to http://www.workerscomp.state.nm.us/employers.php.
When the intern is enrolled in the internship for credit course, you will receive a copy of this form signed by all parties.

Site Supervisor Name (Please Print) \_\_\_\_\_ Email \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

FACULTY CONCENTRATION ADVISOR RESPONSIBILITIES (2nd signature):

- Concentration Credit Free Elective Credit Internship does not meet Academic Criteria

- Verify the student meets departmental requirements for an internship.
Determine academic deliverables and has final approval of internship for Concentration Credit or Free Elective Credit.
Determine and discuss how the proposed internship is relevant to the student's educational objectives and merits academic credit.
Assist the student in formulating concise and clear learning objectives for the internship (for Concentration Credit).
Offer guidance and support to the student during the semester for activities supporting 75% of final grade (for Concentration Credit).

Faculty Concentration Advisor Name (Please Print) \_\_\_\_\_ Email \_\_\_\_\_

Faculty Concentration Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

STUDENT RESPONSIBILITIES (3rd signature):

- Research the internship location and make a site visit prior to acceptance to ensure the location meets your safety and security standards.
Attend the mandatory Orientation workshop and register your internship online at http://jobs.mgt.unm.edu - Internship tab.
Fulfill those tasks and responsibilities assigned by your site supervisor and outlined in this Learning Agreement.
Read & sign the Student Internship Guide & conduct yourself in an ethical & professional manner, acting as a representative of UNM Anderson.
Complete minimum work hours for each credit hour received over minimum required weeks.
Notify your Internship Instructor in a timely manner of any changes to this Learning Agreement or if any problems develop during the internship.
Complete the online evaluation of your internship experience (an evaluation form will be emailed to you).

Student Signature (Please Print) \_\_\_\_\_ Email \_\_\_\_\_

Student UNM ID # \_\_\_\_\_ Date \_\_\_\_\_

INTERNSHIP COORDINATOR RESPONSIBILITIES - Kate Williams - 505.277.3290 (Final signature):

- Provide students with the mandatory Internship Orientation, internship search and career development.
Maintain communication and act as liaison between the student, the employing organization, and the faculty advisor.
Review the Learning Agreement for completeness and accuracy of information.
Administer internship evaluation process for all parties.

Internship Coordinator Signature \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_