

EXPERIENTIAL LEARNING AGREEMENT/RESPONSIBILITIES

Intern's Name: _____ Student ID # _____

Intern's Address: _____
(Street/PO box)

(City) (State) (Zip code)

Intern's contact information: cell ph # _____ email: _____

Employer: _____ Phone # _____

Employer's Address: _____
(Street/PO Box)

(City) (State) (Zip code)

Intern Supervisor Name: _____ Title: _____

Intern Supervisor Contact Information

Phone#: _____ E-mail: _____ Fax #: _____

Intern's Rate of Compensation: _____ Work Hrs/Wk: _____

INDUSTRY FEE

As this course is tuition free for the student, a donation of \$500.00 is requested from the intern sponsoring company for each intern sponsored. These funds are used to defray administrative costs associated with this course offering. The check is to be made out to: **Utica College Construction Management Program** and mailed to
Construction Management Program
Attn: Gail Durr
Utica College
1600 Burrstone Road, Utica, NY 13502-4892

INTERN RESPONSIBILITIES

1. Complete a minimum of 480 hours (12weeks x 40hrs/wk.) in either one 12 wk. session, or two six (6) wk. sessions, in an approved position, and submit all required documentation (paperwork).
2. Submit weekly (use *ENGAGE* to upload) the individual *Daily time and Activity Report* for that week signed by both the intern and the intern sponsor/supervisor (see page 9) – electronic version available at www.utica.edu/cm
3. Submit the list of learning goals (developed in collaboration with the Intern Supervisor) for their internship experience – upload into *ENGAGE*.
4. Submit a completed *Intern Contact Information* sheet (see page 8) – upload into *ENGAGE*.
5. The Intern is subject to all rules, regulations, code of conduct, etc. as they pertain to Utica College, as well as those prescribed by the sponsoring firm.
6. Maintain confidentiality with regard to proprietary business practices/information gained during your experience.

FACULTY ADVISOR RESPONSIBILITIES

1. Provide the intern and intern supervisor (if requested) with a pre-experiential learning orientation, reviewing the requirements and responsibilities of each party to this agreement.
2. Periodically review the submitted *Daily Time and Activity Report* and provide comments via the *ENGAGE* course shell. Verify that submission requirements, intern assignments, and prescribed learning objectives are met.
3. Provide any comments as deemed appropriate to either the intern or sponsoring firm or both regarding the administration of CMG 465. The *ENGAGE* shell can be used for this purpose.

EMPLOYER and INTERN SUPERVISOR RESPONSIBILITIES

1. The intern's compensation (if any) is at the discretion of the sponsoring firm and the intern.
2. The intern and the intern supervisor will create a specific list of objectives/expectations for the intern. The focus is on what the intern wants to learn and what the sponsoring company wants the intern to accomplish. The intern shall upload the *List of Learning Objectives* to the *ENGAGE* course shell.
3. The sponsoring firm should assign a specific individual to act as *intern supervisor* to work directly with the intern to achieve the stated learning objectives through the assignment of appropriate work duties/tasks.
4. Provide the intern an orientation regarding work hours, work duties/responsibilities, proper dress, company practices and expectations regarding the work environment.
5. Provide the intern periodic feedback regarding their work performance and the progress in meeting the prescribed learning objectives.
6. Provide a safe and secure workplace/environment.
7. At the completion of the CMG 465, evaluate the intern using the *Intern Evaluation* form (see page 10) – electronic version available at www.utica.edu/cm

(Intern) Print Name

Signature

(Date)

(Intern Supervisor/Employer) Print Name

Signature

(Date)