



WAUBONSEE  
COMMUNITY COLLEGE

**Internship Site Agreement**  
**&**  
**Student Internship Learning Agreement**  
**2022-2023**

*Academic & Career Advising*  
*Student Center (STC 262), Sugar Grove*  
*630-466-2368*  
*careerdevelopment@waubonsee.edu*

# To Register for an Internship

## *Signatures You Need to Obtain*

**Step 1:** Give your Intern Host (employer) the **WCC Internship Site Agreement & Internship Learning Agreement (ILA)** to complete page 3 and sign pages 5&9.

**Step 2:** Schedule an appointment with your faculty supervisor and bring the signed WCC Internship Site Agreement form along with the **Internship Learning Agreement (ILA) pages 8 & 9**, which is signed by you and your faculty supervisor.

**Step 3:** Bring the completed **WCC Internship Site Agreement and ILA to your faculty supervisor's dean for their signature** who will provide you with the Course Registration Number (CRN).

**Step 4:** Register for your internship using the provided CRN#.

**Step 5:** Send or drop off the signed original **WCC Internship Site Agreement and Internship Learning Agreement to the Career Development Office, Student Center, Room 262, Sugar Grove Campus.**

### **IMPORTANT DATES**

*Last Day to Register for a **Summer 2023** Internship based on:*

**8 week course - Sunday, July 9th**

**WAUBONSEE COMMUNITY COLLEGE INTERNSHIP SITE AGREEMENT**

This Internship Site Agreement (“Intern Agreement”) is entered into by and between Waubonsee Community College (“WCC” or the “College”), an accredited Illinois institution of higher education, with its principal place of business located at Route 47 at Waubonsee Drive, Sugar Grove, IL 60554, and the following designated company, business or institution seeking to serve as an Internship Site Host (the “Intern Host”):

**Name of Intern Host:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**On Site Supervisor:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

This Internship Site Agreement is entered into for the purpose of establishing an internship assignment for the WCC Student identified below:

**Name of Student:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Degree/Certificate Program:** \_\_\_\_\_

By the terms of this Intern Agreement, the Student will voluntarily assist the Intern Host by undertaking designated non-salaried assignments to be completed at the Intern Host’s place of business, in exchange for valuable occupational experience.

**The internship assignment will begin on the following date:** \_\_\_\_\_  
**The internship assignment will end on the following date:** \_\_\_\_\_

In consideration of terms and conditions set forth herein, the College, the Intern Host and the Student agree to the following:

1. The student acknowledges that s/he is enrolling in an internship course, which will entail voluntary participation in field work at the Intern Host’s place of business as designated above for which s/he will receive academic credit at the College. To evaluate the student’s performance, a student’s off campus assignments will be supervised, directed, and evaluated by an On Site Supervisor assigned to the student by the Intern Host. The On Site Supervisor will consult directly with an assigned College faculty member serving as the student’s *Faculty Supervisor*.
2. The Faculty Supervisor is a liaison between the Intern Host and the College and will be responsible for oversight of the internship assignment including coordinating placement and completion of the Waubonsee Community College Internship Site Agreement, which will be signed by the College, the Intern Host and the Student. The Faculty Supervisor will convey to the On Site Supervisor the course objectives and grading criteria and will consult with the On Site Supervisor, receive and review evaluation materials, and record progress and final grades for the Student.
3. By execution of this Intern Agreement, the College represents and warrants that the above designated Student is in good standing and that the intern assignment and scheduled hours are approved as appropriate

for the course of study or training s/he is pursuing. The Student will be given academic credit for participating in the internship assignment.

4. By execution of this Intern Agreement, the Student agrees to abide by the Internship Registration and Agreement Guidelines, attached hereto as Exhibit A, the College's Code for Student Conduct and any applicable and regulations governing the Internship Host's workplace.
5. By execution of this Intern Agreement, the Student represents and warrants that s/he is solely responsible for ensuring compliance with governing codes of conduct and workplace rules and regulations and that any non-compliance related to or arising out of his/her internship assignment shall not be considered to be the fault of the College.
6. The Intern Host and the Student acknowledge that they are entering into an at-will volunteer/student intern agreement and that both parties reserve and have the unconditional right to terminate and cancel this Intern Agreement by providing written notice to the other party.
7. By execution of this Intern Agreement, the Student represents an understanding that s/he will not be paid for providing service as a volunteer/student intern.
8. By execution of this Intern Agreement, the Student represents and warrants that s/he will conduct himself or herself with honesty and integrity in the performance of assigned duties.
9. By execution of this Intern Agreement, the Intern Host represents and warrants that it has generally assessed the qualifications of the above-designated Student and has determined that the Student will be a suitable candidate to engage in the assignment described above.
10. By execution of this Intern Agreement, the Intern Host represents and warrants that it is an equal employment opportunity employer and that it will provide an environment for the Student which is free from discrimination on the basis of race, color, religion, sex age, national origin, veteran's status, marital status, disability or any other characteristic protected by law. The Intern Host acknowledges and agrees to abide by the professional conduct standards in the National Association of Colleges and Employers (NACE) Principles for Employment Professionals of which WCC is a member. A reference link to NACE's conduct standards can be found in Exhibit B.
11. Similarly, by execution of this Intern Agreement, the College represents and warrants that in the past, present and future it has provided, and will continue to provide, an environment for the Student which is free from discrimination on the basis of race, color, religion, sex age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities.
12. By execution of this Intern Agreement, the Intern Host certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
13. To the extent the Intern Host has more than 25 employees, the Intern Host certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.



- 14. The Intern Host acknowledges and agrees that it shall not announce this agreement and relationship in any press releases or other publications, or use the College's name or logo in any marketing materials without prior written consent of the College.
- 15. This Agreement constitutes the entire understanding between the parties with respect to the subject matter of the agreement either oral or written. Any amendments must be made in writing and signed by both parties.
- 16. This Agreement shall be binding upon and inure to the benefit of the parties hereto and shall not be assigned or transferred.
- 17. During the term of this agreement the Intern Host and the College represent and warrant that each shall maintain comprehensive property and casualty insurance for the protection of claims against persons and property that could potentially arise out of the internship program. Neither the Intern Host nor the College will seek to have the Student waive the right to make claims or release the Intern Host or the College from injury suffered as a result of the intentional wrongdoing or negligence of the Intern Host or the College.

The individuals signing hereby represent and warrant that they are empowered, vested and authorized to sign on behalf of and bind the party or parties for whom they have signed.

**WAUBONSEE COMMUNITY COLLEGE**

Name: \_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
*Signature* Date: \_\_\_\_\_

**INTERN HOST**

Name of Host Site: \_\_\_\_\_

Intern Host: \_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
*Signature* Date: \_\_\_\_\_

**STUDENT INTERN**

Name: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
*Signature* Date: \_\_\_\_\_



**WAUBONSEE COMMUNITY COLLEGE INTERNSHIP SITE AGREEMENT**

**Exhibit A: Student Internship Registration and Agreement Form: Terms & Conditions**

1. Participation in the internship program is contingent upon (a) the student’s current enrollment in a Waubonsee Community College (“WCC” or “College”) degree or certificate program, which includes an internship elective or requirement; (b) successful completion of prerequisite requirements of related course work or the authorized equivalent; (c) recommendation by the appropriate faculty; and (d) acceptance at an internship site.
2. By execution of this Internship Registration and Agreement Form (the “Registration Form”), the student acknowledges that s/he is enrolling in an internship course, which will entail voluntary participation in field work in a business, company or institution operating independently from WCC, which shall be referenced as an Intern Host. Internship assignments will take place off campus. In consideration of the student’s performance of internship assignments and compliance with the College’s and the Intern Host’s required rules and regulations, the student will receive course credit. To evaluate the student’s performance, a student’s off campus assignments will be supervised, directed, and evaluated by an On Site Supervisor assigned to the student by the Intern Host. The On Site Supervisor will consult directly with an assigned College faculty member serving as the student’s *Faculty Supervisor*.

*By the terms of this Intern Agreement, the Student will voluntarily assist the Intern Host by undertaking designated non-salaried assignments to be completed at the Intern Host’s place of business, in exchange for valuable occupational experience.*

**Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Semester Hour(s):**  1  2  3 x 80 work hours = \_\_\_\_\_ work hours

The internship assignment will begin on the following date: \_\_\_\_\_

The internship assignment will end on the following date: \_\_\_\_\_

Student’s Position or Title: \_\_\_\_\_

The duties and responsibilities of the student intern will generally include the following:

\_\_\_\_\_  
\_\_\_\_\_

The internship assignment will include the following schedule:

\_\_\_\_\_  
\_\_\_\_\_

3. The Faculty Supervisor is a liaison between the Intern Host and the College and will be responsible for oversight of the internship assignment including coordinating placement and completion of (1) this



Registration Form; and (2) the Waubonsee Community College Internship Site Agreement, which will be signed by the College, the Intern Host and the Student. The Faculty Supervisor will convey to the Intern Host Site the course objectives and grading criteria and will consult with the Intern Host Site, receive and review evaluation materials, and record progress and final grades for the student.

4. By execution of this Registration Form, the student agrees to abide by the Internship Agreement Guidelines, attached hereto as Exhibit A, the College's Code for Student Conduct and any applicable and regulations governing the Internship Host's workplace.
5. The Student understands that the internship program is a non-salaried voluntary program in which s/he is not required to participate. If the student avails him or herself of the internship program option, the student may receive academic credit through participation. In consideration for being permitted to participate in the internship program the student agrees and represents as follows:
  - a. The student expressly acknowledges an understanding that, due to the off campus location of the internship, s/he may be exposed to the risk of injury to person or property over which the College has no control. Accordingly by signing this Registration Form, the undersigned student assumes responsibility for such risks and will hold harmless the College, its officers, administrators and employees, and release them from any liability for injury or harm experienced in the course of participating in the internship and/or traveling to or from the internship site, unless any such harm is caused by the intentional acts or willful and wanton negligence of the College, its officers, administrators, or employees.
  - b. The student expressly acknowledges the College's requirement that, in order to be eligible for the internship program, the student is responsible for securing health insurance to provide adequate coverage for any injuries or illnesses that the student may sustain or experience while participating in the internship program. The undersigned student hereby releases the College, its officers, administrators and employees from any responsibility or liability for expenses incurred in purchasing health insurance and/or in remedying injuries sustained and/or illnesses contracted while participating in the internship program, unless any such medical expenses were incurred as a result of the intentional acts or willful and wanton negligence of the College, its officers, directors, administrators, or employees.
6. Any changes to this Registration Form must be made in writing and confirmed by mutual agreement of the parties.
7. The undersigned student represents that s/he is at least eighteen years of age and is thereby competent to enter into this Registration Agreement.
8. The individuals signing this Registration Agreement hereby declare and assert that they are vested with the authority to bind themselves and/or the entity on whose behalf they are executing this Registration Agreement

9. **Internship Learning Agreement** (see Internship Learning Agreement Guidelines on p.10) is established between the student intern, faculty supervisor and intern host.

**Learning Goal #1:**

**Method of Accomplishment:**

**Method of Evaluation:**

**Learning Goal #2:**

**Method of Accomplishment:**

**Method of Evaluation:**

**Learning Goal #3:**

**Method of Accomplishment:**

**Method of Evaluation:**

**Grading Criteria:**

The individuals signing hereby represent and warrant that they are empowered, vested and authorized to sign on behalf of and bind the party or parties for whom they have signed.





**VI. Acceptance and Certification By Signature of Exhibit A: Student Internship Registration and Agreement Form: Terms and Conditions**

**Name of Intern Host:** \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Intern:**

Name: \_\_\_\_\_ X# \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ CRN#: \_\_\_\_\_

**Faculty Supervisor:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Office Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructional Dean:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Waubonsee Community College Career Development:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Original:** Career Development  
**Copy:** Dean, Faculty, Student

**Dean's Office Only:**   
Permit Entered & Student Notified:

## Internship Learning Agreement Guidelines

### Internship Course Guidelines for Students

1. The purpose of the internship course is to combine academic credit with professional experience that allows students to learn about, observe, and work in their field of interest.  
Eighty (80) hours are required for one semester, one hundred sixty (160) hours are required for two semester, and two hundred forty (240) hours are required for three semester.
2. Internships are repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.
3. Complete Part I of Internship Learning Agreement. Meet with the faculty supervisor to establish course objectives, methods of accomplishment, and methods of evaluation. Obtain faculty supervisor signature.
4. Meet with the site supervisor to discuss the internship and obtain signature.
5. Schedule and attend at least two formal meetings with the faculty supervisor to be held during the semester.
6. Submit the Internship Learning Agreement with the faculty supervisor's approval and the work site supervisor's approval to the appropriate division dean.
7. Obtain the correct internship section CRN provided by the Office of the Dean. Return the registration form to Career Development (STC 262) and register for the internship on mywcc or at registration (STC 249) no later than one week prior to the start of the internship.

### Internship Course Guidelines for Faculty Supervisor

1. Meet with the student to establish learning goals, method of accomplishment, and method of evaluation.
2. Make initial contact with the work site supervisor and communicate with the work site supervisor at least one time per month on the student's progress.
3. Fill out the learning goals section on the Internship Learning Agreement and include syllabus.
4. Submit midterm progress and final grade in the Banner system.
5. Retain evaluation materials for one year.

### Internship Course Guidelines for Instructional Deans

1. Make a copy of the completed form for the student and faculty supervisor.
2. Add the CRN and give the student the Internship Learning Agreement with approvals from the student, faculty supervisor, work site supervisor, and dean.
3. Check to make sure the student has enrolled in the course.
4. A student performing an internship at any Waubonsee location must complete the required background check.
5. Copies of the Internship Learning Agreement should be given to:  
Original: Career Development  
Copies: Dean's Office, Faculty Supervisor, Student

## **Exhibit B: Waubonsee Community College's Position Statement on Internships**

**Waubonsee recognizes the importance experiential learning has to a student's career development and employability. Such learning opportunities are to be closely-monitored work responsibilities that align with academic learning and career-related outcomes. Best practices recommend a supervisor meeting with the student on a regular schedule to reflect on the learning occurring and to mentor areas of growth.**

**Please know that we ask all employer partners to abide by the professional conduct standards in the National Association of Colleges and Employers (NACE) Principles for Employment Professionals – of which we are a member. Please follow the link below to access the standards in their entirety.**

### **Criteria for an Experience to Be Defined as an Internship**

**To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:**

- 1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.**
- 2. The skills or knowledge learned must be transferable to other employment settings.**
- 3. The experience has a defined beginning and end, and a job description with desired qualifications.**
- 4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.**
- 5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.**
- 6. There is routine feedback by the experienced supervisor.**
- 7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.**

**If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.**

**- See more at: <http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx?terms=Internship%20statement#sthash.OsGflxz8.dpuf>**

# Important Definitions

**Experiential Learning** – The process of learning through experience that supports students in applying their knowledge and conceptual understanding to real-world problems or situations where the instructor directs and facilitates learning.

**Internship Learning Agreement** – An agreement between the faculty advisor and the student intern that outlines the expected learning goals for the internship experience.

**Internship** – A paid or unpaid temporary position with an emphasis on learning/training rather than merely employment.

**Intern Host** – The name of the company or organization where the internship is taking place

**Internship Site** – The location of your internship (employer).

**Internship Site Supervisor** – The person overseeing your internship experience at your assigned internship site (employer).

**Faculty Supervisor** – Waubonsee Community College instructor assigned to oversee your internship experience as it relates to established learning goals.

# Important Acronyms

**CRN** – Course Registration Number

**CDC** – Career Development

**ILA** – Internship Learning Agreement

**NACE** – National Association of Colleges and Employers

# Internship Resources

Search for internship opportunities via the links below.

[www.internships.com](http://www.internships.com)

[www.indeed.com](http://www.indeed.com)

<http://www.monster.com/jobs/q-intern-jobs.aspx>

## Academic Divisions

DIVISION	DEAN	ASSISTANT DEAN	ADMINISTRATIVE SPECIALISTS
<b>Business, Technology, and Workforce Education</b>	Ne'Keisha Stepney (Exec) nstepney@waubonsee.edu 630-466-2966 Akerlow Hall, Room 227	Jeanine McMillen jmcmillen@waubonsee.edu 630-466-2264 Akerlow Hall, Room 228	Brandy Monthe bmonthe@waubonsee.edu 630-466-2263 Akerlow Hall, Room 230
<b>Liberal Arts and Sciences</b>	Sharon M. Garcia (Exec) sgarcia@waubonsee.edu 630-466-2985 Bodie Hall, Room 135	John Metych, III jmetych@waubonsee.edu 630-466-6622 APC, Room 242	Jessica Guglielmi jguglielmi@waubonsee.edu 630-466-2921 Bodie Hall, Room 136
<b>Health Professions and Public Service</b>	Sue Murray (acting Dean)  630-870-3903 Aurora Fox Valley Room 110	(vacant)  630-870-3903 Aurora Fox Valley Room 111	(vacant)  630-870-3900 Aurora Fox Valley Room 107
<b>Visual and Performing Arts, Education, and Sciences</b>	Dr. Ruth Anne Rehfeldt rrehfeldt@waubonsee.edu 630-466-2854 SCI, SCI-218	Hoitung Leung hleung@waubonsee.edu 630-466-2852 Science Bldg., Room 216	Janet Koehring jkoehring@waubonsee.edu 630-466-5734 APC, Room 241