



Part B. To be completed by the supervisor

Please return completed form to: internship@northshore.edu or drop it off in **Lynn-LE315**

General Information

Student's Name: _____ Internship Site Name: _____

Site Address: _____ Supervisor Name: _____ Title: _____

Supervisor's Phone: _____ Supervisor's Email: _____

Internship Start Date: _____ & End Date: _____ Hours to Fulfill: _____

How frequently will the Site Supervisor be meeting with the Student?: _____

Will the student be compensated during this internship? If so, how?: _____

Please state specifically the student's key intern duties and responsibilities during this internship: _____

Internship Responsibilities

- Internship host site will assign a site supervisor to oversee the student's internship experience.
- Site Supervisor will review the student's learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience.
- Site Supervisor, working with the student and coordinator, shall provide an internship) experience that will enable the student to work toward achieving the learning objectives.
- Site Supervisor will meet regularly with the student to discuss the internship experience.
- Site Supervisor shall consult as necessary with the coordinator regarding the student's progress and provide a midterm and final evaluation of the student's job performance.
- Internship site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines.
- Internship site shall expect the student to actively participate in work activities which contribute to the student's educational training, but the student may not replace a regular paid employee.
- Internship site shall expect the student to act in a professional manner at all times.
- Internship site may dismiss a student at any time for performance or behavioral issues. Where practicable, the site agrees to consult with the faculty and/ or the coordinator prior to any such dismissal decision is made.
- Site agrees not to discriminate based on a student's race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

The Internship site agrees to permit the student to participate as an intern pursuant to this agreement. The learning objectives stated herein are realistic and the Site Supervisor shall work with the student to achieve those objectives. The college has made no representations about the quality of the student's work and the college will not be providing on-site supervision of this student during the internship.

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____