

II. POSITION/WORK EXPERIENCE

A. The Curriculum and Instruction program will:

1. provide for coordination and program guidance.
2. provide consultation on institutional problem related to the internship experience.
3. remove the internship participant if he/she does not fit the program of the cooperating agency.
4. provide any appropriate visitations to the field agency by the faculty member supervising the internship participant's program.
5. provide leadership in coordination and planning procedures.
6. grant academic credit where applicable.

B. The Cooperating Agency will:

1. abide by agreement with the internship participant and the University.
2. participate in internship development conferences and planning procedures.
3. provide supervision, guidance, and direction to the internship participant.
4. provide meaningful and varied work experiences.
5. assist in meeting the objectives of the practicum program.

C. Work Experience:

After an appropriate introductory period, the student will begin to engage in a variety of work experiences related to administration and function of the agency in which he/she is working.

The internship participant will be under the direction and guidance of the agency representative who will provide meaningful and relevant work experience designed to enhance and build upon course work, theoretical foundations, and practical applications.

A variety of experiences is desired to expose the internship participant to as many professional activities as feasible during the work with the cooperating agency.

The following sections are to be completed after consultation with the agency representative and the faculty supervisor.

D. Specific Goals and Duties of Internship Participant:

E. Financial Remuneration (if any):

F. Work Schedule: Duration and Hours per Week:

G. Reporting

The internship participant will submit a formal written summary of the nature and results of the internship. A log of activities will accompany the final report. An oral report will be given to the internship participant's supervisor and no grade will be given until the report has been filed.

NOTE: A final written report, graded by the Supervisor, will be filed permanently with this application form.

III. TERMINATION

By the Agency:

The agency reserves the right to terminate the internship participant's appointment if the internship participant does not meet the normal work requirements of the agency, or if the agency (upon clear evidence) feels that the internship participant's presence would be detrimental to the best interests of the agency.

By the University (Curriculum and Instruction Program):

The University reserves the right to cancel the internship participant's appointment (upon clear evidence) that the work experiences do not contribute to the internship participant's professional competencies, or if the internship participant's personal actions are deemed to be a source of embarrassment or detrimental to the best interests of the University or cooperating agency.

Signatures of Approval (Please print or type the name under each signature):

Internship Participant: _____

TLAC Faculty Advisor: _____

Agency Supervisor: _____

Department Head: _____
Dr. Michael de Miranda