

### Dear Agency Advisor:

Before students may accept an internship/fieldwork to count for academic credit they must have approval from you stating that you are able meet the following basic requirements. These and other requirements are also listed on our website should you ever need to refer to them. Please mail a signed copy to:

Dr. Anja Whittington, Internship Coordinator  
University of Maine at Presque Isle  
181 Main Street  
Presque Isle, ME, 04769  
(207) 768-9537

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### Agency Requirements

#### A. General Requirements

The agency in which the student is placed must accept the philosophy that the student is in their agency to learn and not perform as an experienced professional. Therefore, each agency supervisor should carefully plan with the student an experience that will provide the maximum educational opportunity. In return, the agency may expect a certain amount of assistance in its daily delivery of services from the student.

#### B. Compensation

The cooperating agency may elect to provide the student intern with a stipend and/or room and board for this assignment. A large percentage of the students are compensated in one way or another. In the event a stipend is not provided, compensation for work in excess of the required academic hours 350 hours.

#### C. Specific Responsibilities

- ✓ Provide student with a minimum of 35 hours per week over a ten week period. Arrangements can be made to fit agencies needs—although students **MUST OBTAIN 350 hours** in order to complete their internship.
- ✓ Sign the contractual agreement between student, the agency and the university.
- ✓ Prepare a written set of **Learning Objectives** with student during the first week and provide them to the academic advisor.
- ✓ Conduct regular evaluation meetings.
- ✓ Provide written feedback (to academic supervisor) on bi-weekly reports with student.
- ✓ Introduce student to the various levels of agency operation.
- ✓ Review student goals.
- ✓ Assign the student specific written responsibilities during the first week.
- ✓ Complete student evaluation at the halfway mark and the completion of the experience.
- ✓ Closely supervise student performance.

INTERNSHIP CONTRACT AGREEMENT

University approved internship placement is a cooperative agreement between the Recreation and Leisure Services Department at the University of Maine at Presque Isle, the student requesting to participate in the program and the agency through its representative agreeing to accept the student for the assignment.

By signing this contract, all three parties are agreeing to honor the spirit of an educational internship experience. Policy guidelines have been reviewed and all parties agree to work cooperatively to ensure the placement will be a valuable educational experience.

Instructions: To be completed by the Agency Supervisor administratively responsible for internship and returned to the Faculty Coordinator prior to the start of the internship.

This is to certify that \_\_\_\_\_ (Name of the student) has been accepted as an internship

Agency/Department Name \_\_\_\_\_

Beginning date \_\_\_\_\_, 20\_\_

Ending date \_\_\_\_\_, 20\_\_

Hours per week \_\_\_\_\_

Number of weeks \_\_\_\_\_

STUDENT (Please Print)

Student's Home Address

Telephone:

AGENCY REPRESENTATIVE (Please Print)

Agency Name and Address

Telephone:

STUDENT SIGNATURE:

\_\_\_\_\_ DATE: \_\_\_\_\_

AGENCY REPRESENTATIVE SIGNATURE:

\_\_\_\_\_ DATE: \_\_\_\_\_

INTERNSHIP COORDINATOR'S SIGNATURE:

\_\_\_\_\_ DATE: \_\_\_\_\_