

GRAD 705R: Graduate Internship Experience Student-Host Organization Agreement Form

Internship Host Organizations: We are thrilled that you are interested in hosting a Laney Graduate School student at your organization. Please use this Student-Host Organization Agreement Form to guide a conversation about the internship's expectations, deliverables, and outcomes with the student. The form must be completed and signed by the student and the internship supervisor and then sent **by the supervisor** to lgs.profdev@emory.edu.

Information for Internship Host Organizations and Internship Supervisors: All internships supported by Emory University must meet the internship guidelines set forth by the [National Association for Colleges and Employers \(NACE\)](#) and the [Department of Labor Fair Labor Standards Act](#). We also highly recommend reviewing NACE's 15 Best Practices for Internship Programs, particularly if this is the first time you are offering an internship.

To ensure that the internship experience at your organization is eligible to be considered appropriate for Emory graduate students, it must align with the NACE criteria for a legitimate internship, including:

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.

Students: You and your internship supervisor must have a conversation about the role, responsibilities, activities, and learning outcomes for this experience prior to beginning the internship. Once completed and signed, your internship supervisor must send this completed form to lgs.profdev@emory.edu.

Today's Date:

Organization:

Position Title:

Semester of internship (must begin and end within one academic term at Emory): Fall, Spring, or Summer

Provide a description of the learning outcomes for the internship (minimum 3).

(i.e. As a result of this internship experience, I will: 1) ... 2) ... 3) ...)

Describe the specific activities, project assignments or responsibilities you will be involved in.

(Include 3-4 examples)

Describe any tangible work products or deliverables that you will produce as part of this internship.
(e.g. web content, written report, presentation)

Provide an overview of the internship schedule, including how many hours you will work per week/total.

Describe how you will interact with your internship supervisor.

(i.e. how frequently will you meet, where will you meet, how will your supervisor evaluate your success in the internship. Note that internship host organizations are required to submit a formal evaluation to lgs.profdev@emory.edu using the template provided in the appendix to this form.)

We encourage host organizations to pay interns for their contributions. Private sector host organizations must be familiar with the US Department of Labor guidelines for [internship compensation](#). What financial compensation with the intern receive?

Internship Supervisor Signature

I understand the above requirements for engaging an Emory graduate student in an internship at my organization and I understand that I am required to provide an evaluation of the intern's performance at the conclusion of the internship. I agree to the above expectations and agree to provide the internship experience described on this form.

Supervisor Name: _____

Supervisor Signature: _____

Student Signature

I understand the above expectations and agree to participate in the internship experience described on this form.

Student Name: _____

Student Signature: _____

Appendix: Graduate Internship Experience Evaluation

To be completed at the conclusion of the internship: For the student to receive credit for their internship at your organization, you must submit this evaluation form regarding the student's performance and completion of responsibilities and to tell us about your experience hosting an LGS graduate student as an intern. Please submit your evaluation to lgs.profdev@emory.edu at the conclusion of the internship semester.

Student Name: _____

Organization: _____

Please evaluate the intern's success in each of the areas below:

	Excellent	Good	Average	Poor	N/A
Quality of work – accurately and thoroughly completed assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Ability to work independently and do more than was required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – ability to perform a variety of tasks and willingness to accommodate change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism – punctuality, reliability, appropriate dress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills with peers, supervisors, clients, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving / Critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills – verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills – written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please share any other comments you have about the experience you had hosting this student as an intern at your organization:

Internship Experience Evaluation:

How did having this intern benefit you and/or your organization?

Do you have any recommendations for how the Laney Graduate School can better prepare students for internships or better communicate with host organizations?

Please sign below to indicate that you have reviewed the information you have provided above and you believe it is an accurate and fair assessment of the intern's performance in your organization.

Supervisor Name: _____

Supervisor Signature: _____

Date: _____