



**MMC FOR-CREDIT INTERNSHIP LEARNING AGREEMENT**

The Student Intern and Site Supervisor must both complete this form prior to the student submitting an application to receive credit for the internship.

**Site Supervisor:** Please return a copy of this completed form to the student intern in advance of the deadline:

- The deadline for students to receive credit for the **January 2023** semester is Tuesday, January 3, 2023.
- The deadline for students to receive credit for the **Spring 2023** semester is Wednesday, February 1, 2023.

**Student Intern:** Upload the **completed** Learning Agreement to the online Internship Application and share the completed form with your faculty supervisor at Marymount Manhattan College.

**INTERN SITE SUPERVISOR**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**SITE SUPERVISOR RESPONSIBILITIES**

Marymount Manhattan College greatly appreciates your participation in our internship program. Your role is integral to the student intern’s experience and success. **\*Please note that New York State Education Law requires a minimum of 40 hours of supervised work over the entire semester for every 1 credit the student is pursuing.**

As site supervisor for this internship, I agree to:

1. Clearly discuss the requirements of the internship with the intern and familiarize the intern with the work environment, processes, and procedures.
2. Work with the student to complete on-site goals, duties, and learning objectives.
3. Provide on-going supervision and constructive feedback to the student on performance, i.e., skills, initiative.
4. Talk and/or meet with the Faculty Supervisor or Internship Coordinator, if requested.
5. Complete a mid-semester check-in and final evaluation of the student’s performance during the internship.

Especially if the internship is unpaid, Marymount Manhattan College strongly encourages Site Supervisors to support students in their professional development by helping them to make professional connections in the industry. This could be with members of other departments and/or with contacts at other companies/organizations.

**Site Supervisor’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Internship Description and List of Duties** (Site Supervisor: Please include at least three specific duties and add additional duties as appropriate).

- 1.
- 2.
- 3.



STUDENT INTERN

NAME \_\_\_\_\_ MMC ID # \_\_\_\_\_

MMC EMAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

MMC ACADEMIC DEPARTMENT \_\_\_\_\_

FACULTY SUPERVISOR \_\_\_\_\_ CREDITS \_\_\_\_\_

SEMESTER/YEAR OF INTERNSHIP \_\_\_\_\_

STUDENT INTERN RESPONSIBILITIES

As a student seeking credit for an internship experience, I agree to:

1. Complete the Internship Learning Agreement and submit it via the online Internship Application and to the Faculty Supervisor by the application deadline.
2. Schedule an appointment to meet with the Internship Coordinator after submitting the Online Internship Application. I understand that after I meet with the Internship Coordinator, my application will need to be digitally approved by both my Faculty Supervisor **and** the Division Chair before it is sent to the Registrar’s Office to be added to my schedule.
3. Perform to the best of my ability all tasks assigned by the Site Supervisor that are related to my learning objectives and internship responsibilities.
4. Complete all academic work as outlined by my Faculty Supervisor and required for the granting of academic credit for the internship, e.g., papers, journals, meetings. **(Be sure that you discuss the academic requirements with your faculty supervisor before registering for an internship.)**
5. Follow all regulations, rules, and normal requirements of the workplace.
6. Immediately notify my Faculty Supervisor and the Internship Coordinator of any changes or problems that may develop during the internship, **especially if my site supervisor changes. (Please provide contact information for the new supervisor immediately. This is important for evaluation purposes and may affect your grade.)**
7. Complete an evaluation of my experience at the internship.

Student Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Remember that the internship requires a minimum GPA of 2.0 and 30 completed credits. Transfer students are eligible after one semester of full-time study at MMC. Students must also have completed all necessary and outstanding CareerLab assignments. Please visit the Internship page of the Career Services website for more information.

**New York State Education Law requires a minimum of 40 hours of supervised work over the course of the semester for every 1 credit being pursued. 1 credit = 40 hours. 2 credits = 80 hours. 3 credits = 120 hours.**

Your work schedule is to be negotiated with your Site Supervisor taking into account your academic obligations. Please include your anticipated/arranged work schedule in the Online Internship Application.

**\*Please note that the learning agreement must be completed by the Site Supervisor and the Student Intern in order to submit your application to receive academic credit for your internship. You cannot submit an application to receive credit without a completed Learning Agreement. Incomplete Learning Agreements will not be accepted and applications will be automatically declined.**

If you have any questions or concerns, please contact:  
Ryan Atwell, Associate Director of Career and Professional Development, Coordinator of Internship Programs  
[ratwell@mmm.edu](mailto:ratwell@mmm.edu) | (212) 774-4813 | [careerdevelopment@mmm.edu](mailto:careerdevelopment@mmm.edu)