

To: Internship Supervisor
From: URI Department of Textiles, Fashion Merchandising and Design, Faculty Internship Supervisor
Re: Student / Site Supervisor Agreement

Thank you for your interest in and support of the URI TMD Internship Program. Your participation affords our students the opportunity for personal and professional growth. It is an experience that our students value and do not take lightly. Our student interns have been commended for their diligence, work ethic and professionalism. We are confident that you will find them a welcome addition to your staff. Due to the academic nature of the URI TMD Internship Program, our students must fulfill certain requirements. While the faculty internship advisor oversees the academic component, we do need your assistance in the following areas:

The Learning Contract

The Learning Contract serves as the academic and professional road map for the intern's experience. It clearly identifies the student's learning objectives and how they plan to accomplish these, as well the work place requirements, intern responsibilities and hours. Students must submit their contracts prior to registering for the internship. We ask our site supervisors to take the time to meet with the intern prior to beginning the internship to discuss and negotiate this very important requirement.

Mid-term and Final Evaluations

At the mid-term and final points in the semester the site supervisor will provide the University and the student with concrete feedback regarding professional performance. Discussion surrounding academic and professional performance is an opportunity to promote student growth. The faculty internship supervisor will furnish the site supervisor with evaluation forms to complete.

Absenteeism

If a student is absent from the placement due to illness or other reasons the student is expected to make up the time at the internship site. Students are required to follow the internship site's daily work schedule and follow procedures for reporting illness, absenteeism and tardiness.

Credits Earned & Intern Pay

All students enrolled in the URI TMD internship program will receive 1-12 academic credits for their internship experience. We do not require the internship site to pay the student intern. If the site has the means to do so, it is appreciated but not a condition of the internship experience. The Department of Labor has set forth five standards that are good guidelines for all internships:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school. The training is for the benefit of the trainees.
- The trainees do not displace regular employees, but work under close observation.
- The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion his operations may actually be impeded.
- The trainees are not necessarily entitled to a job at the completion of the training period.
- The employer and the trainees understand that the trainees are not entitled to wages for the time spent training.

If an intern is not being compensated for his/her work, all five Department of Labor standards must be met.

The student is expected to work for 45 hours per credit earned. For example, working 135 hours would earn the student 3 credits.

Supervision and Work Environment

Our primary concern is providing our students with a professional learning experience. In order to do this we ask that the site supervisor agrees to provide the intern with a hands-on learning experience that combines practical application, observation, professional opportunities and mentorship. We also require the student to receive adequate supervision in a reasonably safe environment with the necessary tools and equipment to perform intended services. Past student interns have indicated that regularly scheduled meetings with the supervisor to discuss work assignments and performance greatly enhances the student's experience.

Appropriate Work for an Intern	Inappropriate Work for an Intern
<ul style="list-style-type: none"> ▪ Challenging work related to the student's career interests (as applicable to the internship placement) ▪ Web development, working with spreadsheets, managing data and weekly reports ▪ Participating in important meetings/discussions and taking an active role ▪ Assisting clients ▪ Promotion and advertising ▪ Creating and participating in programs or events ▪ Demonstrating writing, reading, and/or math skills on a level required for employment in a chosen career field 	<ul style="list-style-type: none"> ▪ Personal errands for employer ▪ Work that is potentially unsafe ▪ Performing administrative tasks (filing, mailing, copying, answering phones, etc.) that make up more than 30% of the intern's work responsibilities* <p><i>*Administrative tasks are present and necessary in any job or internship, however your student is earning academic credit for his/her experience. Once the job becomes more administrative than learning-focused, it ceases to be an internship and becomes a paid work position.</i></p>

Certificate of Insurance

Please provide a copy of the internship site's certificate of liability insurance prior to the start of the internship. This is to ensure the agency is up to date.

Again, thank you for your support. If you have any questions or need further assistance, please do not hesitate to call (401) 874- 4574.

Please sign below to verify that you have read and agree to these program requirements. Return to the student to submit to our office or fax to (401) 874-4029.

Student Intern: _____
Print Name Signature Date Phone

Site Supervisor: _____
Print Name Signature Date Phone

Internship Site: _____
Name Address