

Student Practicum/Internship Agreement

STUDENT:

I, _____ [printed student name], by enrolling in a practicum or internship class through Cherry Hill Seminary, agree to act responsibly and to fulfill the following conditions:

1. Be punctual and conscientious in my attendance for the duration of my practicum or internship placement. I will notify my supervisor in the sponsoring Agency advance if I am unable to participate as scheduled;
2. Consider as confidential all information concerning a sponsoring Agency's employees, customers/clients, confidential business information and trade secrets, and other information that may be protected by law if I am notified of its confidential nature, absent the consent of the sponsoring Agency.
3. Make my work the highest quality and accept supervision graciously.
4. Conduct myself with dignity, courtesy, consideration, and in a professional manner.
5. Notify my professor of any problems, emergencies, safety hazards, concerns, or suggestions regarding my activities.
6. Complete all assignments stated in the course syllabus relating to my placement, including my activities and reflection.
7. Actively pursue meaningful learning experiences at my placement .
8. Fulfill my hourly requirement with the organization.
9. Arrange my own placement site and transportation to and from this activity.
10. Notify my organization supervisor and my professor of the termination of my service to the placement if I cannot fulfill my hour requirement because of circumstances which are beyond my control.
11. Agree to hold Cherry Hill Seminary, its officers, directors, and employees, harmless from any liability occurred by me or on my behalf during the course of this placement

AGENCY: _____ [name of sponsoring Agency]

The organization or institution and its designated supervisor understand and agree that they are to:

1. Plan for and monitor the student's placement.

2. Orient the student to the overall operation of the organization or institution and its role in addressing social issues, needs and other kinds of ministry.
3. Designate a qualified person to supervise the student's time, activities and learning, and to evaluate the student's performance.
4. Introduce the student to appropriate staff and orient him or her to their tasks and roles, and make available learning opportunities relevant to the student's course material and ministry goals.
5. Provide adequate initial training/direction to the student so that he or she can proceed with appropriate independence.
6. Contact the course instructor should a problem arise with the student's Practicum/Internship performance.
7. Assist the course instructor in assessing student performance by completing an evaluation form supplied.
8. Agree to hold Cherry Hill Seminary free from any liability that might be occurred by the student during the course of this placement.

(signature of designated supervisor)

(signature of student)

(printed name of designated supervisor)

(signature of student)

(date signed by supervisor)

(date signed by student)

When complete, please —

Fax to 1-206-600-6027, or scan and email to CHS@cherryhillseminary.org

AND

Post a scanned copy in your Moodle internship classroom.