UNIVERSITY *of* **WASHINGTON | BOTHELL**
SCHOOL OF BUSINESS

Guided Internship Learning Contract – 497

☐ **Bothell Student**   ☐ **ELC Student**

Quarter: _____ **Year:** _____ **# of Credits*:** _____ **# of Hours Work / Week*:** _____
Note: A maximum of 10 credits of Independent Study & Internship may count toward the Business degree.1 credit equates to approx. 3 hours of work/week.

Name: _____   Student #: _____

Email address: _____   Telephone #: _____

Core Courses Completed? Yes _____ No _____   # of Previous 497/499 Credits:_____

Company/Org Name: _____   Company is: ___ For-profit ___Non-profit

Internship will be *(circle one)*:   Paid   Unpaid
If unpaid at a for-profit organization, student must provide written acknowledgment from employer that the internship adheres to the guidelines set by the U.S. Dept of Labor Fair Labor Standards Act: *http://www.dol.gov/whd/regs/compliance/whdfs71.pdf*

Learning Contract Guidelines (Required). **Meet with instructor to discuss prior to submitting contract.**
Answer all aspects of the internship guidelines below on a separate sheet of paper. If you need assistance, your academic sponsor and field supervisor are your best resources for assistance. ***Please see additional instructions on the back.***

➢ **Learning Goals** - What do you want to learn as a part of this internship?
➢ **Job Description** - What will you do as an intern with this organization? How will these responsibilities help you to fulfill your learning goals?
➢ **Academic Experience** - How will you support this experience academically? Include readings, discussion, projects, and writing assignments.
➢ **Expected Outcomes -** Demonstrate that the learning goals have been achieved. For example, keep a journal of assignments completed and what was learned from completing each assignment. A final paper with your reflections might also be required.
➢ **Field Supervision -** Who in this organization is organizing your internship? What kind of training and assistance will you receive? How will your faculty sponsor keep in contact with your field supervisor (e.g. weekly phone calls, site visits)?
➢ **Academic Structure** - How will you work with your faculty sponsor (e.g. weekly meetings, interim reports)? (Meet with instructor to discuss prior to submitting contract)

The undersigned agree to this internship learning contract **and the attached proposal and offer letter.**

Student: _____
          Print Name   Signature   Date

Field Supervisor: _____
          Print Name   Signature   Email   Phone   Date

Academic Sponsor: _____
          Print Name   Signature   Date

Assoc. Dean of
Undergraduate Programs: _____
          Print Name   Signature   Date

For Office Use Only			
497 SLN:	Faculty Name/Code:	Registered by:	Date:
Core Completion:_____	Cum GPA: _____	Previous 497 Crs: _____	Previous 499 Crs: _____

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To qualify for an internship for academic credit, students must:

- Have core classes completed. (***Bothell students***: B BUS 300, 307, 310, 320, 340, 350/***ELC students:*** ELCBUS 300, 301, 310, 320, 330, 340, 350, 380, 382-W)
- Be in good academic standing with a cumulative GPA of 3.0.

The internship must adhere to the following:

1. Students are permitted to receive both credit and get paid for internships.
2. Credit for an unpaid internship with for-profit organizations will not be permitted unless it meets Department of Labor criteria.
3. Students are permitted to have unpaid, for-credit internships with not-for-profit organizations.

Internships usually last for an entire quarter. For each credit you enroll for you must work 3 hours at the internship per week throughout the quarter. This means that if you enroll in 5 credits, you will spend 15 hours a week at your internship, 3 credits equate to 9 hours per week, etc.

Guided Internship Instructions:

1. Receive internship offer.

2. Identify Field Supervisor

3. Seek an Academic Sponsor (Full- or part-time Business School Faculty)

4. Meet with Academic Sponsor and discuss "Academic Structure" portion of the Learning Contract Guidelines.

5. Attach **separate sheet** addressing Learning Contract Guidelines.

6. Submit Guided Internship Learning Contract with all required signatures and the **offer letter** to the Undergraduate Advising Office in UW1-381 for approval. Please submit all documents by your assigned registration date.

7. Once approved by the Associate Dean, an Advisor will add the student into BBUS 497.

For Office use only – Processing Instructions

1) *Check the learning contract and all information has been filled out, especially the signatures, and the offer letter is attached*
2) *Date stamp*
3) *Check "office use only box" for core completion, cum. GPA, and previous 497/499 credits*
4) *Enter in 497 spreadsheet*
5) *Put in 497 folder for Associate Dean*
6) *Once a decision is made put in spreadsheet*
7) *Give to Advisor to register and initial*
8) *Send decision email template with registration information*
9) *File*