

## GRADUATE PROFESSIONAL EXPERIENCE AGREEMENT

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fall \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_ Semester Year: 20 \_\_\_\_

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Company Name: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

Student's Position Title: \_\_\_\_\_

Part-time (up to 20 hours/week): \_\_\_\_\_ Full-time (21+ hours/week): \_\_\_\_\_

Expected Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

Description of duties related to student's academic program (provide separate page if necessary): \_\_\_\_\_

### Employer Representative/Supervisor Information

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**This form represents a cooperative agreement between the employment/training site, Monroe College, and the student. Termination of the agreement and its terms is subject to review and acceptance by cosponsors.**

#### Whereas, the employment/training site agrees to:

1. Provide supervision to the student and liaise with the college as needed.
2. Provide professional experiences for the student relevant to the student's degree program and major.
3. Acknowledge the student learning objectives. The **minimum** hours required are as follows: master's degree: MBA/MS:100+ MPH: 240+
4. Immediately inform Monroe College of any problem or changes in the student's employment status or any other material information.

#### Whereas, the student agrees to:

1. Remain registered for the required internship course throughout the authorized training period.
2. Develop a well-planned series of learning objectives in conjunction with the internship site, commensurate with the goals of his/ her instructional program.
3. Perform the minimum number of hours required by each major (see above) at the internship site.
4. Complete all required academic assignments and submit to the academic professor.
5. Immediately inform a Monroe College advisor of any changes within the training environment or the student's status
6. Abide by the regulations and policies of both the college and the training site during the authorized employment period.

#### Whereas, the college agrees to:

1. Provide a faculty advisor to monitor the progress of the student.
2. Make periodic contact with the graduate professional experience employer. This may include site visits.
3. Determine a grade and award college credit for successful internship performance and completion of related assignments.
4. Prior to placement, will provide classroom instruction in the student's field.

**We, the undersigned, agree to comply with the conditions set forth in this agreement.**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monroe College Career Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_