

CMS INTERNSHIP LEARNING CONTRACT

Please use this PDF to submit your Internship Learning Contract. Once your request has been reviewed and approved, you'll be enrolled for Internship credit. For information, questions, and approval, contact CMS Internship Coordinator: cmsinternships@uw.edu

IMPORTANT INFORMATION ABOUT INTERNSHIPS

- Internship credit will receive a numerical grade. Beyond fulfilling the expectations and contracted hours for your internship, your grade will also be contingent upon your submission of a brief reflective paper on your experiences, your evaluation of the internship experience, and a performance evaluation submitted by your supervisor.
- Internship credit (CMS 491) can be applied to the CMS major under the electives section up to a threshold of 10 credits of the total credits you earn for the major.
- The number of internship credits you can enroll in depends upon the average number of hours per week that you'll commit to the internship. For each three hours per week that you devote to the internship over the ten-week quarter (or 30 hours total), you can earn one credit.
- You do **not** have to enroll in the maximum number of CMS 491 credits that you're eligible to take. Do bear in mind that if your total credits for the quarter exceed 18, the UW will impose a per-credit surcharge for additional tuition. It is sometimes possible to defer CMS 491 credit to a future quarter (with prior permission), or to spread your eligible credits across more than one quarter to help you to avoid going over 18 credits and being subject to additional tuition.
- CMS pre-majors and those not majoring in CMS need to email CMS Internship Coordinator (cmsinternships@uw.edu) to gain application approval.

STUDENT INFORMATION

Student First Name	
Student Last Name	
Student Number (7 Digits)	
UW Email	
Alternate Email	
Phone Number	
Major/Intended Major	
Class Standing	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Post Bacc

INFORMATION ABOUT INTERNSHIP SPONSOR

Internship Sponsor Name	
Sponsor Description	
Compensation	
Sponsor Address	
Sponsor Website	
Sponsor Phone Number	

INFORMATION ABOUT INTERNSHIP SUPERVISOR

Courtesy Title	<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Mx. <input type="checkbox"/> Professor <input type="checkbox"/> Dr. <input type="checkbox"/> None
Supervisor First Name	
Supervisor Last Name	
Job Title	
Supervisor Phone Number	
Supervisor Email	
Alternate Contact	

INFORMATION ABOUT INTERNSHIP

Job Title	
Job Description	
Quarter Internship Begins	<input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Year	
Hours/Week	
Number of Credits Requested	
Duration	<input type="checkbox"/> One Quarter <input type="checkbox"/> More than One Quarter <input type="checkbox"/> Unknown
Internship Continuation Status	<input type="checkbox"/> This is the first time I'll be earning credit for this internship. <input type="checkbox"/> I am continuing this internship credit from a previous quarter and my duties will not change significantly. <input type="checkbox"/> I am continuing my internship credit from a previous quarter, but my duties will undergo significant changes.

INTERNSHIP LEARNING GOALS

Learning Goal Options	<input type="checkbox"/> I would like to fill out new learning goals for this quarter. <input type="checkbox"/> I would like to use the same learning goals I submitted last quarter.
Internship Description: Describe your duties, tasks, responsibilities, projects, etc.	
Learning Goals: What do you hope to learn from this internship? What skills do you hope to refine or develop?	
Supervision: What kind of supervision and mentorship will you be receiving? Will you be trained? Will you work closely with a site supervisor? Will you regularly meet with your mentor to discuss progress and goals?	
Learning Activities: Discuss how you believe this particular internship will help you accomplish the learning goals you have set for yourself.	

CONTRACT AGREEMENT

- I agree to perform to the best of my ability and to the satisfaction of the internship supervisor with assigned tasks.
- I agree to complete my contracted hours with the sponsor; if this becomes impossible, I will notify the sponsoring agency and CMS Internship Coordinator.
- I agree to adhere to all personnel rules, regulations, and other standard requirements of the sponsoring organization.
- I agree to complete a final internship paper by the first day of Final Exams week, using departmental guidelines so as to describe, analyze, and reflect upon my learning experiences.
- I agree to seek opportunities for feedback with my internship supervisor, to be proactive about my learning experience, and to notify my supervisor and CMS Internship Coordinator if problems arise that I'll need assistance in resolving.
- I agree to follow up with my supervisor at the end of the quarter to go over the performance evaluation that they prepare for me.

☐ I agree to the above contract terms.

☐ I disagree with the above contract terms.

Electronic signature (type full name) _____

Date _____

SUBMISSION INSTRUCTIONS

If you agree with the above terms, please email your completed form to CMS Internship Coordinator at cmsinternships@uw.edu. If your contract is approved, it will be sent to Humanities Academic Services for registration.

If you disagree with the above terms, we cannot offer you academic credit for your internship.

Questions or concerns? Email CMS Internship Coordinator: cmsinternships@uw.edu