

INTERNSHIP – SITE SUPERVISOR APPROVAL FORM

Students earning academic credit for an internship must obtain their site supervisor’s approval and confirmation of agreement.

INSTRUCTIONS:

The **student’s site supervisor** should:

1. Review the learning agreement that was sent to you by the student.
2. Complete the information below and attach it to an email, or copy and paste the information into an email.
3. Send from the email associated with your organization listed below.
4. Send the email to reg@lclark.edu

INFORMATION

Student’s name (First Last) _____

Organization’s Name _____

Site Supervisor’s name _____

AFFIRMATION

The student should have provided you with a copy of the Learning Agreement that was submitted to the Lewis & Clark Registrar’s Office. Please review the learning agreement sent to you by the student. By sending this approval form (or this information via email) to the Lewis and Clark Registrar’s office, you are affirming and agreeing to the following statement:

I have discussed this experience with the student and we have agreed upon the assigned work components appearing the official learning agreement. I agree to provide assistance, training and consultation to the student in order to progress toward the learning goals, and to meet with the student regularly. In addition I agree to speak with the faculty member about the student's internship experience. The student's learning agreement accurately reflects the number of hours in which the student will be engaged in internship activities.

Name of person completing this form: _____

Note that person completing this form must be the student’s site supervisor
