

## INTERNSHIP LEARNING AGREEMENT

- College of Arts and Media       Business School       College of Engineering & Applied Sciences  
 College of Liberal Arts and Sciences       School of Public Affairs

This agreement **must be filled out completely, signed, and returned** to the Experiential Learning Center before you start your internship in order for the University of Colorado Denver to sponsor your internship. This sponsorship includes Worker's Compensation insurance coverage by the University of Colorado for non-paid internships. Clear definition of the employer's expectations and the student's learning objectives will maximize the internship experience for both parties. Please write legibly.

### STUDENT INFORMATION

Student ID#	000-00-000		
First Name	Imma	Last Name	Intern
Phone(303)	123 - 4567	UCD Email	Imma.Intern @email.ucdenver.edu
Address	1234 Main Street		
City	Denver	State	CO
		Zip	80000
Major(s)	Fine Arts	Degree	BA <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPH <input checked="" type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/>
GRAD			
Emergency Contact:			
Name:	Parent O. Intern	Relationship:	Parent
Phone:	303-234-5678		

### INTERNSHIP INFORMATION

Semester:	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year	2009
Start Date (mm/dd/yyyy)	June 8, 2009	End Date	Aug 1, 2009
Onsite Hours per week	20	Position Title	Collections Management Intern

### INTERNSHIP TYPE (min. 45 onsite hrs for each 1 credit hour & a minimum of 10 weeks Fall/Spring, 6 weeks Summer)

<input type="checkbox"/> Credit Only: # credits	
<input checked="" type="checkbox"/> Credit & Paid: # credits	3    Pay rate/hour \$ 9.50

### EMPLOYER INFORMATION

Organization	Colorado Historical Museum		
Site Supervisor	Jane Brown		
Phone (303)	456 - 7890	E-mail (required)	Jane.Brown@cohistorical.com
Address	1300 Broadway		
City	Denver	State	CO
		Zip	80000



## INTERNSHIP DESCRIPTION

Describe the nature of the position and your duties. List specific projects or tasks as well as the required skills. Attach a job description if available. The Site Supervisor and student complete this section together.

### **B. Education Goals**

The Collections Assistant will learn basics of working in a museum. Upon completion of the Internship will have acquired artifact handling skills and an understanding of the tools used to document and track large collections. This internship will prepare for an entry-level museum or gallery collections position. Specific skills learned will be:

- Paintings handling procedures
- Basic painting conservation and preventative conservation measures
- Condition reporting procedures
- Basic artifact cataloging guidelines
- Accessioning and De-accessioning processes and procedures
- Digital photography and database linking skills
- A working knowledge of a collections management relational database
- Artifact movement tracking processes

## INTERNSHIP LEARNING OBJECTIVES

What do you hope to learn from this experience that advances your understanding of coursework concepts? How does this internship contribute to your ability to enter a career with experience? List 3-8 specific educational, professional, and personal goals that are observable, measurable, and able to be evaluated by your faculty sponsor and site supervisor. Begin bullet list with words such as “assist with,” “learn how to,” “expand knowledge of,” “understand the process of.” Include any special training programs, workshops.  
*Note: Your department may have standardized departmental learning objectives.*

### **A. Job Description**

The Collections Assistant helps to care for, and document, the historic artifact collections. Specific tasks include:

- Inputting collections data into the Argus collections management database. This includes: registering new donation artifacts and donor contact information, incoming and outgoing loan details and artifact location updates.
- Researching artifacts for potential de-accession. The tasks involved include: locating damaged, duplicate or out-of-scope artifacts, researching historical provenance, researching donor information, photographing the artifacts and completing de-accession paperwork.
- Rehousing the Paul Gregg collection. Tasks include: checking artifacts for correct numbers, updating catalog information, basic cleaning, photography, encasing in glassine, and relocating to upgraded storage.



Internships for academic credit must have signed approval by a *UCD Downtown Denver approved* faculty sponsor. Learning Agreements must be submitted to your Experiential Learning Center internship advisor to officially register your internship. Prior to beginning the internship, you will be given an add slip by your ELC internship advisor which you will personally deliver to the Registrar.

## TO BE COMPLETED BY FACULTY SPONSOR

Faculty Sponsor Dr. Beth Jones Department Fine Arts  
Phone (303) 556-6656 E-mail Beth.Jones@ucdenver.edu  
Office Location A425 Campus Box A-100  
Internship Course Number FA 3939 Course Title (24 spaces max) Fine Arts Intern  
Number of Credits 3 Grading:  Letter grade  Pass/fail

### Academic requirements:

- Term Paper/Project Due Date Aug 1, 2009
- Progress Report Due Date Weekly
- Reflection Journal Due Date July 30, 2009
- Assigned Reading Due Date as required by employer
- Number of Email Contacts Weekly w/ progress report
- Meeting Date(s)/ Time(s)

List all times: June 30<sup>th</sup> @ 10 AM  
July 20<sup>th</sup> @ 10 AM

- Other Participate in Experiential Learning Center Blackboard

### Assignment Descriptions:

See Syllabus

### Grading Rubric:

(e.g. 20% Time Log, 40% Assignments, 20% Employer Evaluation)

#S: 1-7: 70%  
10% Time Log  
20% Employer Evaluation



## RESPONSIBILITIES UNDER THIS AGREEMENT

The student, employer, faculty sponsor, and ELC internship advisor agree to assume the responsibilities outlined below for the duration of the student's internship placement. **NOTE:** Employer, Faculty, and internship advisor signatures are **required prior** to the start of internships carrying academic credit.

### EMPLOYER RESPONSIBILITIES (1<sup>st</sup> signature):

- Verify the position and duties meet the University Internships criteria.
- Provide an orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties.
- Provide regular feedback to the intern regarding performance.
- If the student is paid, understand the responsibility for providing Workers Compensation and liability insurance in accordance with Colorado State Law, and agree to provide said coverage.
- Comply with Federal Laws prohibiting discrimination on the basis of race, color, national origin, sex, disability, and/or military status.
- Notify the Experiential Learning Center in a timely manner if any problems arise during the internship placement.
- Complete a final written evaluation of the student's performance (online evaluation form will be provided by the ELC).

Site Supervisor Signature \_\_\_\_\_ Jane Brown \_\_\_\_\_ Date May 10, 2009 \_\_\_\_\_

### FACULTY SPONSOR RESPONSIBILITIES (2<sup>nd</sup> signature):

- Verify the student meets departmental requirements for an internship.
- Determine and discuss how the proposed internship is relevant to the student's educational objectives and merits academic credit.
- Assist the student in formulating concise and clear learning objectives for the internship.
- Determine academic assignments, monitor student progress, and provide final evaluation/grade.
- Keep in contact with the student during the semester to offer guidance and support.

Faculty Sponsor Signature \_\_\_\_\_ Beth Sue \_\_\_\_\_ Date May 12, 2009 \_\_\_\_\_

\*THE FOLLOWING SCHOOLS REQUIRE SECONDARY SIGNATURES: College of Arts and Media: **Dept. Chair**; Business School: **Director of Undergraduate Programs**; Graduate Business School: **Program Director**; Engineering: **Asst Dean of Student Affairs**

\*Secondary Department Signature \_\_\_\_\_ Dept Chair \_\_\_\_\_ Date May 12, 2009 \_\_\_\_\_

### STUDENT RESPONSIBILITIES:

- Fulfill those tasks and responsibilities assigned by your site supervisor and outlined in this Learning Agreement.
- Conduct yourself in an ethical and professional manner, acting as a positive representative of UC Denver as outlined in the Student Handbook.
- Complete a minimum of 45 hours for each 1 credit hour received (e.g. 135 hours = 3 credit hours) over minimum required weeks.
- Notify the Experiential Learning Center and your faculty sponsor in a timely manner of any changes to this Learning Agreement or if any problems develop during the internship.
- Complete the evaluation of your internship experience (online evaluation form will be provided by the ELC).

Student Signature \_\_\_\_\_ Imma Intern \_\_\_\_\_ Date May 10, 2009 \_\_\_\_\_

### EXPERIENTIAL LEARNING CENTER/ INTERNSHIP ADVISOR RESPONSIBILITIES (final signature):

- Review the student's eligibility for participating in an academic internship (GPA, prerequisites, etc.)
- Maintain communication and act as liaison between the student, the employing organization, and the faculty sponsor.
- Review the Learning Agreement for completeness and accuracy of information.
- Administer internship evaluation process for all parties.
- Assist the student, the site supervisor, and the faculty sponsor in resolving any problems that arise.

Internship Advisor Signature \_\_\_\_\_ your internship advisor \_\_\_\_\_ Date May 13, 2009 \_\_\_\_\_

For complete description of Federal and State Laws 8-40-302(7) (a) and 8-40-202 (1) (a) please go to [http://coworkforce.com/dwc/WCAct2005/WC%20Act%2005%20\(HTML\).htm](http://coworkforce.com/dwc/WCAct2005/WC%20Act%2005%20(HTML).htm)  
For additional information, please go to the website of the Office of University Risk Management at the University of Colorado Denver: <http://urm.cusvs.edu/>

