

CCE Sponsored Internship-In-China

CONTRACT

PLACEMENT BEGINS: _____(MM)_____ (DD)_____ (YYYY)

PLACEMENT ENDS: _____(MM)_____ (DD)_____ (YYYY)

HOST AGENCY: _____

SUPERVISOR: _____ **TITLE** _____

ADDRESS: _____

_____ **EMAIL:** _____

PHONE: _____ **CELL PHONE:** _____

INTERN FULL NAME: _____

ADDRESS: _____

_____ **EMAIL:** _____

PHONE: _____ **CELL PHONE:** _____

IT IS MUTUALLY AGREED BY THE CCE / HOST AGENCY AND THE UNIVERSITY THAT THEY WILL SHARE IN PROVIDING AN INTERNSHIP EXPERIENCE FOR THIS STUDENT IN ACCORDINGANCE WITH THESE PROVISIIONS. STUDENT INTERSHIP OBJECTIVES AND ANY SPECIAL ARRANGMENTS OR CONDITIONS ATTACHED.

EXPECTED STUDENT INTERNSHIP OUTCOMES:

- 1) Ability to apply principles of program planning, implementation, and evaluation to agency setting.
- 2) Ability to apply professional program skills and meet performance standards of the profession.
- 3) Recognize, understand and accept own feelings toward the profession.
- 4) Make the transition from student to professional.
- 5) Integrate theoretical knowledge with the application of program skills involved in professional practice.

- 6) Identify basic concepts of supervision.
- 7) Ability to apply professional management skills and meet performance standards of the profession.
- 8) Ability to apply basic concepts of management and administration.

AGENCY RESPONSIBILITIES:

The Host Agency and Agency Supervisor's responsibilities are to:

- 1) Provide the Intern with some benefits as any other interns or volunteers at the host agency.
- 2) Provide a thorough orientation to the agency's objectives, programs, and administrative policies during the first week of placement.
- 3) Provide the Intern with a designated agency supervisor to whom the Intern is directly responsible for guidance, support, evaluation and regular contact. This requirement does not preclude the Intern from working with a variety of staff members.
- 4) Provide the Host Agency Supervisor with sufficient time to undertake this responsibility.
- 5) Provide time for the Host Agency Supervisor to meet at least once a week with the Intern, or more if deemed necessary.
- 6) Inform other host agency staff of their roles in the Intern's educational process.
- 7) Include Intern in staff meetings, training sessions, community meetings, Board or Council meetings and /or treatment meetings as you would other staff members.
- 8) Provide appropriate physical arrangements for Intern such as office space, desk, use of telephone and computer.
- 9) Determine, by the fourth week of internship, a suitable special project related to the Intern's work experiences and internship goals. Decision should be made with Intern input.
- 10) Attend the Internship Orientation Meeting (if one is scheduled).
- 11) Utilize the Faculty Advisor as a support person and call for assistance and advice as needed. In case of Intern difficulties it is important that the Host Agency report problems to the Faculty Advisor immediately.

INTERN RESPONSIBILITIES:

The Intern:

- 1) Is expected to function at the Agency as a full-time adjunct member, fit into the agency schedule, and fulfill all agreed upon responsibilities and objectives.
- 2) Is responsible for attending University required seminars and meetings and advising Agency Supervisor of his / her schedule.
- 3) Follows the policies and duties outlined by the Agency Supervisor and meets all scheduled commitments and arrangements made in connection with internship.
- 4) Performs work assignment to the best of his/her ability; becomes a participating member of the Agency's staff; and functions in a professional manner at all times.
- 5) Submits reports (in a timely manner) required by University and Agency.
- 6) Visits, observes, and participates in all applicable phases of the Agency's operation.
- 7) Participates in the final evaluation conference with Agency Supervisor and Faculty

Advisor.

- 8) Submits final summary report at end of internship.
- 9) Meets established internship objectives.
- 10) Is responsible for ensuring that her / his internship experience is valuable and is responsible for communicating with Faculty Advisor if there are difficulties.
- 11) Is responsible for damages that he / she caused to the host agency due to carelessness / neglect during the days of Internship in China.

UNIVERSITY RESPONSIBILITIES:

The University and Faculty Advisor responsibilities are to:

- 1) Assist Intern and the Host Agency with development of acceptable objectives for the Internship experience.
- 2) Conduct an orientation meeting at the beginning of the semester to acquaint CCE / Host Agency Supervisors with the policies and procedures related to Internship.
- 3) Keep in close contact with the CCE / Host Agency's supervisor regarding progress of the Intern and for consultation and advice.
- 4) Read and evaluate Intern assignments.
- 5) Evaluate the Intern's performance through observations, written reports, a final report, and evidence of professional growth.
- 6) Work with all parties concerned to aid the CCE / Host Agency in achieving its goals and to assure the best possible educational experience for the Intern.

WE HAVE READ THIS CONTRACT AND AGREE WITH ITS TERMS. OCCASIONALLY THERE IS A NEED TO TERMINATE OR CHANGE AN INTERNSHIP AGENCY DUE TO UNFORSEEN CIRCUMSTANCES. THE UNIVERSITY RESERVES THE RIGHT TO MAKE THIS DECISION AFTER CONCLULATION WITH THE INTERN AND THE HOST AGENCY.

SIGNATURES:

_____	_____
Internship Placement Coordinator	Date
_____	_____
Student Intern	Date
_____	_____
CCE / Host Agency Supervisor	Date