

SAMPLE FORMS FOR INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION

(Instructor/Coordinators and students are encouraged to obtain the electronic files of these SAMPLE Forms or equivalent forms provided by the instructor)

Dallas County Community College District INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION Training Station Agreement

Program Information:

College _____	Course _____
Rating Period _____	Year _____ Today's Date _____
Major _____	Degree Plan Filed: Yes _____ No _____

Student Information:

Name _____	Home Phone _____
Email _____	Work Phone _____
Student ID/SS# _____	Job Title _____

Work Schedule					
Monday	Tuesday	Wednesday	Thursday	Friday	Add'l Hours

Sponsoring Firm _____

Evaluating Supervisor _____	Email _____
Title _____	Phone _____
Address _____	City/Zip _____

Training Agreement:

Three participants – student, supervisor and instructor/coordinator – in this Internship/Practicum/Cooperative Education venture will cooperate to determine the learning objectives toward which the student will work. Each semester a student enrolls in Internship/Practicum/Cooperative Education, it is necessary that new learning objectives be identified. Achievement of the objectives will be part of the basis for the credit and grade which will be earned for work experience. The instructor/coordinator will visit with the student and the evaluating supervisor on the job site each semester. The supervisor assists with the evaluation of the student performance. The instructor/coordinator determines the student's final grade. The student agrees to abide by the guidelines of the Internship/Practicum/Cooperative Education program.

Evaluating Supervisor Date

Student Date Instructor/Coordinator Date

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex or disability.