

FORM 4
IDT 620 INTERNSHIP AGREEMENT

The Board of Trustees of Western Illinois University on behalf of The Instructional Design & Technology (IDT) Program

The internship in Instructional Design and Technology (IDT) is designed to provide an opportunity for practical application of classroom theory in a professional setting. The student should acquire experience in instructional design, technology applications, project management and evaluation by working with an approved agency, company or institution under highly trained personnel in varied settings. The student, the instructor, and the institution/company/agency/mentor involved in the internship experience will all share in the responsibilities of the experience.

1. The student will spend no less than 200 hours in professional field work for which s/he will receive 4 semester hours of credit. The student is expected to follow the rules, regulations and policies of the institution/company/agency/mentor as if s/he is an employee.
2. The Department of Instructional Design and Technology will provide faculty advising and guidance to the intern. The intern will prepare a statement that delineates the philosophy and objectives of the internship; the progression and scope of the internship; any policies and procedures agreed to by the institution/company/agency/mentor, and any forms, records, or reports required for submission by the IDT department.
3. The Department of Instructional Design and Technology and its legal entity The Board of Trustees of Western Illinois University will provide the institution/company/agency/mentor with a Statement of Insurance and Waiver and Release Forms (attached).
4. The student will likely participate in planning his program for the internship and will submit weekly reports to the institution/company/agency/mentor and IDT faculty advisor; have periodic conferences with the institution/company/agency/mentor; and participate in the final evaluation of the internship.
5. The institution/company/agency/mentor and the Department of Instructional Design and Technology will jointly agree upon placement of a student at the institution/company/agency/mentor, after consultation with the student about the needs of the student in relation to what the institution/company/agency/mentor can provide. The student will arrange for an interview, if necessary, before a final decision is made. Upon selection of the institution/company/agency/mentor for placement, a general plan for the student during the entire internship should be developed that reflects the student's goals and objectives for this experience.
6. The internship should include multiple experiences with more than one facet of the institution/company/agency/mentor in order to provide an understanding of the total scope of its instructional technology operations. For example, interns could be given opportunities to plan, organize, and lead activities, as well as opportunities to observe and participate in other activities.
7. When necessary, the institution/company/agency/mentor may alter the above statements to make the requirements appropriate to the institutional setting or to meet the individual student's needs. However, the Department of Instructional Design and Technology must be notified of substantial changes.

(Agency)

(Agency Mentor/Supervisor)

Beginning date: _____ Ending Date: _____

I agree to the above statements for the following student: _____

Street	City	State	Zip	Area Code	Phone
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Signatures

_____ Date: _____ (Student Signature)

_____ Date: _____ (IDT Faculty Advisor)

_____ Date: _____ (Agency Mentor)

_____ Date: _____ (IDT Chairperson)

This form must be signed and returned to: Instructional Design & Technology (IDT) Program, Western Illinois University, One University Circle, Knoblauch Hall 135, Macomb, IL 61455 before a student can begin his/her internship. If accepted, the student will report to the institution, company or agency at a time designated by the institution/company/agency/mentor. Telephone: (309) 298-1952 Internship Coordinator. Fax: Instructional Technology and Telecommunication Department (309) 298-2978.