



## Internship Site Approval Form

### Student Intern Information

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_  
ID \_\_\_\_\_ Phone \_\_\_\_\_ Chapman Email \_\_\_\_\_  
Term \_\_\_\_\_ Year \_\_\_\_\_ Subject \_\_\_\_\_ Course # \_\_\_\_\_ Credits (0.5-6) \_\_\_\_\_

### Internship Site Information

Site Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Site Supervisor Information

Supervisor Name \_\_\_\_\_ Supervisor Title \_\_\_\_\_  
Supervisor Email \_\_\_\_\_

### Internship Position Information

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
Total Hours \_\_\_\_\_ Compensation ☐ Paid ☐ Unpaid ☐ Other

Position Responsibilities and Tasks  
\_\_\_\_\_

Training and Resources Provided by the Site  
\_\_\_\_\_

Frequency, Mode, and Method of Supervision/Feedback from Site Supervisor  
\_\_\_\_\_

### Internship Site Agreement *To be completed by Site Supervisor*

Internship Site agrees to the above-described job responsibilities and will provide training and consultation in order to achieve the described objectives. Consistent with the learning objectives, the Internship Site will provide an orientation concerning organizational policies and procedures, meet with the Student Intern regularly and, using forms provided by the University at the end of the term, provide a written evaluation of the Student Intern. The Internship Site agrees to investigate any complaint promptly and thoroughly by a Student Intern of unlawful discrimination or harassment involving employees or agents of the Internship Site, to take prompt and remedial action when discrimination or harassment is found to have occurred, and to promptly notify the University of the existence and outcome of any complaint of harassment by, against, or involving any Student Intern. The Internship Site shall be fully liable for any unlawful discrimination or harassment that is found to have occurred by its employees or agents. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Internship Site understands that the information submitted by the University is confidential and shall be used only for the purposes necessary for this internship. The Internship Site agrees to permit site visits by the Career and Professional Development staff within 14 days of Chapman University's request for such site visit. The Internship Site understands that the information shall only be made available to individuals having a need to know to fulfill the purposes of the internship, and the Internship Site will not discuss or disclose this data with any third party outside of the purposes stated in this agreement, unless required to do so by law. The Internship Site understands that failure to comply with the requirement not to release information, except for the sole purpose stated above, will constitute harm to the University and the Student Intern and will result in cancellation of this agreement. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Internship Site understands that the information submitted by the University is confidential, shall be used only for the purposes necessary for this internship, and shall not be re-disclosed to any third party without the consent of the Student Intern.

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Handwritten and electronic signatures accepted. Typed names will not be accepted as signatures.*



## **National Association of Colleges and Employers' Career Readiness Competencies**

The National Association of Colleges and Employers (NACE) has identified core [Career Readiness Competencies](#) that are foundational for workplace success. Your student's performance can be measured using these competencies, so we ask that you review and observe the career readiness competencies listed below in your intern throughout the internship. We shared sample behaviors for each competency to provide more context and clarification, especially to help you complete the Performance Evaluation Form at the end of the internship.

**Career & Self-Development:** Proactively develops oneself and one's career through continual personal and professional learning, navigates career opportunities and networks to build relationships within and external to one's organization.

Sample behaviors:

- Accepts constructive feedback from others and can learn from mistakes
- Self-advocates in a professional manner
- Can identify one's own strengths and weaknesses
- Assumes duties that will help one progress or advance professionally

**Communication & Leadership:** Clearly and effectively exchanges information, ideas, facts and perspectives with people inside and outside of the organization.

Sample behaviors:

- Conveys ideas, facts and perspectives verbally in a clear, concise and convincing manner
- Communicates ideas in a clear and organized manner in writing that is suited to the intended audience
- Uses innovative thinking to go beyond traditional methods
- Takes initiative, seeks opportunities to contribute and serves as a role model for others

**Critical Thinking:** Identifies and responds to needs based upon an understanding of situational context and logical analysis of relevant information.

Sample behaviors:

- Shows a sincere interest in understanding the organization and one's role and assigned tasks
- Practices sound judgment based on an analysis of available data and information
- Demonstrates creativity in approaching tasks, solving problems and overcoming obstacles
- Seeks out resources and/or asks for help when unsure about how to proceed with tasks

**Teamwork:** Exhibits the appropriate awareness, attitude, knowledge and skills required to effectively engage and include people from different local and global cultures.

Sample behaviors:

- Builds constructive working relationships with individuals from a wide range of backgrounds, experiences and work styles
- Demonstrates inclusiveness, sensitivity and respect for individuals' differences, as well as new ideas and ways of thinking
- Contributes effectively to collaborating on projects and tasks given to achieve common goals
- Adapts well to emerging requests from managers, coworkers and customers/clients

**Professionalism & Technology:** Adapts to different work environments, demonstrates effective work habits and acts in the interest of the larger community and workplace.

Sample behaviors:

- Demonstrates respect for the organization, staff, policies and norms

- Maintains a regular schedule, makes up missed hours and is punctual and present
- Organizes and prioritizes work, manages time and sees tasks through from start to finish
- Identifies and effectively uses appropriate technologies and can learn new technologies in a timely manner

**Site Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Handwritten and electronic signatures accepted. Typed names will not be accepted as signatures.*

*Once this form has been completed and signed by the Site Supervisor, the Student Intern must upload a scanned copy of the completed form to the Chapman University Internship Portal.*

**Chapman University Career and Professional Development**  
chapman.edu/internships | (714) 997-6942 | [internships@chapman.edu](mailto:internships@chapman.edu)

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