WAUBONSEE
COMMUNITY COLLEGE

Internship Site
and
Learning Agreement
2026-2027

Internship Questions:
Alesha Blank
Sr. Work-Based Learning Coordinator
TEC 107, Sugar Grove
331-257-6596
internships@waubonsee.edu

Résumé, Interview or Job Search Help:
Academic & Career Advising
Student Center (STC 262), Sugar Grove
630-466-2368
careerdevelopment@waubonsee.edu

WAUBONSEE COMMUNITY COLLEGE

To Register for an Internship

Note: Official electronic signatures (i.e. DocuSign or other PDF signer software) are acceptable. They cannot be typed.

Step 1: Connect with your Academic Advisor to confirm that earning academic credit for an internship aligns with your academic and career goals. If so, give your Intern Host (internship employer) this **Internship Site and Learning Agreement (ISLA)** and complete page 3 and the bottom of page 6 with them. Signature required on pages 5 and 9.

Step 2: Schedule an appointment with your faculty supervisor and share this **ISLA.** Complete the **rest of page 6 and page 8** with your faculty supervisor. Signature required on page 9. Faculty, submit syllabus as you would for any course (see Guidelines for Faculty Supervisor on page 10). If you're unable to find a faculty supervisor, please contact your Dean (see page 13) or Alesha Blank (see page 1) for assistance.

Step 3: Ensure **all parts** of this ISLA are complete and **bring to your faculty supervisor's dean for their signature** who will provide you with the Course Registration Number (CRN; see page 9). Signature required on page 9.

Step 4: Send or drop off the **signed original ISLA to Alesha Blank**, Technical Education Center (TEC), Room 107 or 121, Sugar Grove Campus. Signature required on pages 5 and 9.

Step 5: Register for your internship using the CRN obtained in step 3.

IMPORTANT DATES

Paperwork due dates to register for a Spring 2027 internship:

Tuesday, January 19th - 16 Week Term/Course

Wednesday, February 10th - 12 Week Term/Course

Wednesday, March 17th - 8 Week Term/Course

WAUBONSEE COMMUNITY COLLEGE

WAUBONSEE COMMUNITY COLLEGE ISLA

This Internship Site and Learning Agreement (ISLA) is entered into by and between Waubonsee Community College ("WCC" or the "College"), an accredited Illinois institution of higher education, with its principal place of business located at Route 47 at Waubonsee Drive, Sugar Grove, IL 60554, and the following designated company, business or institution seeking to serve as an Internship Site Host (the "Intern Host"):

Name of Intern Host: _____
Address: _____
On-Site Supervisor: _____
Phone Number: _____
Email: _____

This ISLA is entered into for the purpose of establishing an internship assignment for the WCC Student identified below:

Name of Student: _____
Address: _____
Phone Number: _____
Degree/Certificate Program: _____

By the terms of this ISLA, the Student will assist the Intern Host by undertaking designated assignments to be completed at the Intern Host's place of business in order to gain valuable occupational experience.

The internship assignment will begin on the following date: _____
The internship assignment will end on the following date: _____

In consideration of terms and conditions set forth herein, the College, the Intern Host and the Student agree to the following:

1. The student acknowledges that they are enrolling in an internship course, which will entail participation in field work at the Intern Host's place of business as designated above for which they will receive academic credit at the College. To evaluate the student's performance, a student's off-campus assignments will be supervised, directed, and evaluated by an On-Site Supervisor assigned to the student by the Intern Host. The On-Site Supervisor will consult directly with an assigned College faculty member serving as the student's Faculty Supervisor.

2. The Faculty Supervisor is a liaison between the Intern Host and the College and will be responsible for oversight of the internship assignment including coordinating placement and completion of the Waubonsee Community College ISLA, which will be signed by the College, the Intern Host and the Student. The Faculty Supervisor will convey to the On-Site Supervisor the course objectives and grading criteria and will consult with the On-Site Supervisor, receive and review evaluation materials, and record progress and final grades for the Student.

3. By execution of this ISLA, the College represents and warrants that the above designated Student is in good standing and that the intern assignment and scheduled hours are approved as appropriate

for the course of study or training they are pursuing. The Student will be given academic credit for participating in the internship assignment.

4. By execution of this ISLA, the Student agrees to abide by the Internship Registration and Agreement Guidelines, attached hereto as Exhibit A, the College's Code for Student Conduct and any applicable and regulations governing the Internship Host's workplace.

5. By execution of this ISLA, the Student represents and warrants that they are solely responsible for ensuring compliance with governing codes of conduct and workplace rules and regulations and that any non-compliance related to or arising out of their internship assignment shall not be considered to be the fault of the College.

6. The Intern Host and the Student acknowledge that they are entering into a student intern agreement and that both parties reserve and have the unconditional right to terminate and cancel this ISLA by providing written notice to the other party.

7. By execution of this ISLA, the Student represents and warrants that they will conduct themselves with honesty and integrity in the performance of assigned duties.

8. By execution of this ISLA, the Intern Host represents and warrants that it has generally assessed the qualifications of the above-designated Student and has determined that the Student will be a suitable candidate to engage in the assignment described above.

9. By execution of this ISLA, the Intern Host represents and warrants that it is an Equal Employment Opportunity Employer and that it will provide an environment for the Student which is free from discrimination on the basis of race, color, religion, sex age, national origin, veteran's status, marital status, disability or any other characteristic protected by law. The Intern Host acknowledges and agrees to abide by the professional conduct standards in the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice of which Waubonsee is a member. Further information on NACE's conduct standards can be found in Exhibit B or learn more here.

10. Similarly, by execution of this ISLA, the College represents and warrants that in the past, present and future it has provided, and will continue to provide, an environment for the Student which is free from discrimination on the basis of race, color, religion, sex age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities.

11. By execution of this ISLA, the Intern Host certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.

12. To the extent the Intern Host has more than 25 employees, the Intern Host certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.

13. The Intern Host acknowledges and agrees that it shall not announce this agreement and relationship in any press releases or other publications, or use the College's name or logo in any marketing materials without prior written consent of the College.

14. This ISLA constitutes the entire understanding between the parties with respect to the subject matter of the agreement either oral or written. Any amendments must be made in writing and signed by both parties.

15. This ISLA shall be binding upon and inure to the benefit of the parties hereto and shall not be assigned or transferred.

16. During the term of this agreement the Intern Host and the College represent and warrant that each shall maintain comprehensive property and casualty insurance for the protection of claims against persons and property that could potentially arise out of the internship program. Neither the Intern Host nor the College will seek to have the Student waive the right to make claims or release the Intern Host or the College from injury suffered as a result of the intentional wrongdoing or negligence of the Intern Host or the College.

The individuals signing hereby represent and warrant that they are empowered, vested and authorized to sign on behalf of and bind the party or parties for whom they have signed.

INTERN HOST

Name of Internship Site: _____

Internship Site Supervisor: _____
Print Name and Title

_____ Date: _____
Signature

STUDENT INTERN

Name: _____
Print Name

_____ Date: _____
Signature

WAUBONSEE COMMUNITY COLLEGE

Name: Alesha Blank, Sr. Work-Based Learning Coordinator
Print Name and Title

_____ Date: _____
Signature

WAUBONSEE COMMUNITY COLLEGE

WAUBONSEE COMMUNITY COLLEGE ISLA
Exhibit A: Student Internship Registration and Agreement Guidelines

1. Participation in the internship program is contingent upon (a) the student's current enrollment in a Waubonsee Community College ("WCC" or "College") degree or certificate program, which includes an internship elective or requirement; (b) successful completion of prerequisite requirements of related course work or the authorized equivalent; (c) recommendation by the appropriate faculty; and (d) acceptance at an internship site.

2. By execution of this ISLA, the student acknowledges that they are enrolling in an internship course, which will entail participation in field work in a business, company or institution operating independently from WCC, which shall be referenced as an Intern Host. Internship assignments will take place off campus. In consideration of the student's performance of internship assignments and compliance with the College's and the Intern Host's required rules and regulations, the student will receive course credit. To evaluate the student's performance, a student's off-campus assignments will be supervised, directed, and evaluated by an On-Site Supervisor assigned to the student by the Intern Host. The On-Site Supervisor will consult directly with an assigned College faculty member serving as the student's Faculty Supervisor.

   By the terms of this ISLA, the Student will assist the Intern Host by undertaking designated assignments to be completed at the Intern Host's place of business to gain valuable occupational experience.

Semester: _____ **Year:** _____

Semester Credit Hour(s): 1 ☐ 2 ☐ 3 ☐ *x 80 work hours =* _____ *work hours*

The internship assignment will begin on the following date: _____

The internship assignment will end on the following date: _____

Student's Position or Title: _____

1. The duties and responsibilities of the student intern will generally include the following:

   _____

   _____

2. The internship assignment will include the following schedule:

   _____

   _____

3. The Faculty Supervisor is a liaison between the Intern Host and the College and will be responsible for oversight of the internship assignment including coordinating placement and completion of this ISLA, which will be signed by the College, the Intern Host and the Student. The Faculty Supervisor will convey to the Intern Host Site the course objectives and grading criteria and will consult with the Intern Host Site, receive and review evaluation materials, and record progress and final grades for the student.

4. By execution of this Registration Form, the student agrees to abide by the ISLA Guidelines, attached hereto as Exhibit A, the College's Code for Student Conduct and any applicable regulations governing the Internship Host's workplace.

5. The Student understands that the internship program is a program in which they are not required to participate. If the student avails themselves of the internship program option, the student may receive academic credit through participation. In consideration for being permitted to participate in the internship program the student agrees and represents as follows:

    a. The student expressly acknowledges an understanding that, due to the off-campus location of the internship, they may be exposed to the risk of injury to person or property over which the College has no control. Accordingly by signing this Registration Form, the undersigned student assumes responsibility for such risks and will hold harmless the College, its officers, administrators and employees, and release them from any liability for injury or harm experienced in the course of participating in the internship and/or traveling to or from the internship site, unless any such harm is caused by the intentional acts or willful and wanton negligence of the College, its officers, administrators, or employees.

    b. The student expressly acknowledges the College's requirement that, in order to be eligible for the internship program, the student is responsible for securing health insurance to provide adequate coverage for any injuries or illnesses that the student may sustain or experience while participating in the internship program. The undersigned student hereby releases the College, its officers, administrators and employees from any responsibility or liability for expenses incurred in purchasing health insurance and/or in remedying injuries sustained and/or illnesses contracted while participating in the internship program, unless any such medical expenses were incurred as a result of the intentional acts or willful and wanton negligence of the College, its officers, directors, administrators, or employees.

6. Any changes to this ISLA must be made in writing and confirmed by mutual agreement of the parties.

7. The undersigned student represents that they are at least eighteen years of age and is thereby competent to enter into this ISLA.

8. The individuals signing this ISLA hereby declare and assert that they are vested with the authority to bind themselves and/or the entity on whose behalf they are executing this ISLA.

9. **Internship Learning Agreement** is an agreement between the faculty advisor and the student intern that outlines the expected learning goals for the internship experience; see guidelines on pg. 10.

Learning Goal #1:
Method of Accomplishment:
Method of Evaluation:
Learning Goal #2:
Method of Accomplishment:
Method of Evaluation:
Learning Goal #3:
Method of Accomplishment:
Method of Evaluation:

Grading Criteria: Please include a syllabus. Submit it as you would any course.

The individuals signing hereby represent and warrant that they are empowered, vested and authorized to sign on behalf of and bind the party or parties for whom they have signed.

WAUBONSEE COMMUNITY COLLEGE

Acceptance and Certification By Signature of Exhibit A: ISLA Terms and Conditions

Name of Internship Site: _____

Intern Supervisor Name: _____ Signature: _____

Title: _____ Date: _____

Student Intern:

Name: _____ X# _____

Email: _____ Date: _____

Phone: _____

Faculty Supervisor:

Printed Name: _____ Signature: _____

Office Location: _____ Date: _____

Instructional Dean:

Printed Name: _____ Signature: _____

Phone: _____ Date: _____

CRN: _____

Waubonsee Community College Work-Based Learning:

Name: Alesha Blank Signature: _____

Title: Sr. Work-Based Learning Coordinator Date: _____

Phone: 331-257-6596 Email: internships@waubonsee.edu

Original: Alesha Blank, TEC 107

Copy: Faculty, Student, Host

Dean's Office Only:

Permit Entered & Student Notified:

WAUBONSEE COMMUNITY COLLEGE

Internship Learning Agreement Guidelines

Internship Course Guidelines **for Students**

1. The purpose of the internship course is to combine academic credit with professional experience that allows students to learn about, observe, and work in their field of interest. **Eighty (80) hours are required for one semester credit, one hundred sixty (160) hours are required for two semester credits, and two hundred forty (240) hours are required for three semester credits.**
2. Internships are repeatable to a maximum of 6 semester credit hours; 6 semester credit hours may apply to a degree or certificate. **Note to transfer students:** Check with a transfer advisor on the transferability of internship credit hours.
3. Meet with the site supervisor to discuss the internship and obtain signatures on ISLA.
4. Meet with the faculty supervisor to establish course objectives, methods of accomplishment, and methods of evaluation. Obtain faculty supervisor signature.
5. Schedule and attend at least two formal meetings with the faculty supervisor to be held during the semester.
6. Submit the ISLA with the faculty supervisor's approval and the work site supervisor's approval to the appropriate division dean. Obtain the correct internship section CRN provided by the Office of the Dean.
7. Ensure that completed ISLA is returned to Alesha Blank (TEC 107 or 121) with all signatures and CRN.
8. Register for your internship course using the provided CRN on mywcc or by visiting Registration and Records (STC 249) no later than one week prior to the start of the internship.

Internship Course Guidelines **for Faculty Supervisor**

1. Meet with the student to establish learning goals, method of accomplishment, and method of evaluation. **Create a syllabus**. Note that students are required to attend two formal meetings with their faculty supervisor throughout the semester. These meetings should be a part of the grading criteria.
2. Make initial contact with the work site supervisor and communicate with the work site supervisor at least one time per month on the student's progress.
3. Fill out the learning goals section on this ISLA (page 8).
4. Submit midterm progress and final grade in the Banner system.
5. Retain evaluation materials for one year.

Internship Course Guidelines **for Instructional Deans**

1. Verify this form is complete and sign page 9.
2. Provide the student with a CRN and add the CRN on page 9 under your phone number.
3. Retain a copy of the completed form for your office. The original should be given to Alesha Blank, Sr. Work-Based Learning Coordinator, TEC 107 or 121. Alesha will send a copy of the completed form to the student, faculty and host site.
4. Check to make sure the student has enrolled in the course.
5. A student performing an internship at any Waubonsee location must complete the required background check.

WAUBONSEE
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Exhibit B: Waubonsee Community College's Position Statement on Internships

Waubonsee recognizes the importance experiential learning has to a student's career development and employability. Such learning opportunities are to be closely-monitored work responsibilities that align with academic learning and career-related outcomes. Best practices recommend a supervisor meeting with the student on a regular schedule to reflect on the learning occurring and to mentor areas of growth. **Waubonsee strongly encourages employers to pay their interns to ensure mutually beneficial outcomes and a real-world on-the-job experience for student interns.** Learn more on the background for paid internships here.

Waubonsee is a member of the National Association of Colleges and Employers (NACE). We ask all employer partners to follow NACE professional conduct standards. Please read NACE's Principles for Ethical Professional Practice and Guide to Internships in their entirety.

Criteria for an Experience to Be Defined as an Internship:

To ensure that an internship (whether in-person or virtual/remote) is educational and considered to be a legitimate internship by NACE's definition, all of the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

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Important Definitions

Experiential Learning – The process of learning through experience that supports students in applying their knowledge and conceptual understanding to real-world problems or situations where the instructor directs and facilitates learning.

Faculty Supervisor – Waubonsee Community College instructor assigned to oversee your internship experience as it relates to established learning goals.

Internship Learning Agreement – An agreement between the faculty advisor and the student intern that outlines the expected learning goals for the internship experience.

Internship – A temporary position with an emphasis on learning/training rather than merely employment or volunteer work.

Intern Host – The name of the company or organization where the internship is taking place

Internship Site – The location of your internship (employer).

Internship Site Supervisor or On-Site Supervisor – The person overseeing your internship experience at your assigned internship site (employer).

Sr. Work-Based Learning Coordinator – The person who oversees internships and apprentices for the college. Along with the faculty supervisor, this is an additional person to reach out to with questions or feedback while working, hosting or supervising an internship.

Important Acronyms

CRN – Course Registration Number (allows a student to register for a course)

ISLA – Internship Site and Learning Agreement

NACE – National Association of Colleges and Employers

WAUBONSEE COMMUNITY COLLEGE

Internship Resources

Search for internship opportunities via the links below.

https://joinhandshake.com/

www.internships.com

https://www.monster.com/jobs/q-intern-jobs.aspx

https://www.indeed.com/

Academic Divisions

DIVISION	DEAN	ASSISTANT DEAN	ADMINISTRATIVE SPECIALISTS
Arts and Humanities	Dr. Jeanine McMillen (Interim) jmcmillen@waubonsee.edu 630-466-2881 Bodie Hall, Room 134	Dr. Joshua Watson jwatson@waubonsee.edu 630-466-6622 Bodie Hall, Room 135	Suzanne Clementz sclementz@waubonsee.edu 630-466-2921 Bodie Hall, Room 136
Business and Social Science	Dr. Tamekia Smith tsmith2@waubonsee.edu 630-466-2358 APC, Room 227	Dr. Joshua Watson jwatson@waubonsee.edu 630-466-6622 Bodie Hall, Room 135	Kevin Farmer kfarmer@waubonsee.edu 630-466-5734 APC, Room 241
Health Professions and Public Service	Bob Cofield rcofield@waubonsee.edu 630-870-3904 Aurora Fox Valley, Room 110		Sol Briceno Santos sbricenosantos@waubonsee.edu 630-870-3900 Aurora Fox Valley, Room 107
Industry and Technology	Renee Skrabacz rskrabacz@waubonsee.edu 630-466-3173 TEC, Room 124		Adrianna Costello acostello@waubonsee.edu 630-466-3180 TEC, Room 121
Mathematics and Sciences	Dr. David Deeds (Interim) ddeeds@waubonsee.edu 630-466-2499 APC, Room 247		Alicia Behan abehan@waubonsee.edu 630-466-2319 Science Building, Room 214