



**NORTH SEATTLE
COLLEGE**

One of the Seattle Colleges

**Bachelor of Applied Science
International Business
Internship Training Agreement and
Learning Objectives Contract**

NSC Internship Office ✦ 9600 College Way North ✦ Seattle, WA 98103 ✦ Phone: (206) 934-3734 ✦ Fax: (206) 934-3735

STUDENT INFORMATION

Name:		Student ID Number:	
Address:		City, State, Zip:	
Phone:		Email:	

I agree to work as shown below and to uphold the commitment of hours and service I establish in my partnership with the sponsoring employer. I will work toward the established learning objectives as outlined in this contract and I will keep the internship faculty informed of any changes in my work or school status. I realize that if placed in a paid internship position by the college, I am not able to file an unemployment claim against my employer at the end of the placement.

In addition, I hereby release the Seattle District of Community Colleges, its officers, employees, and agents from and against any and all claims or damages arising out of or in connection with the Internship Program and participation therein.

Student Signature: _____

Date: _____

EMPLOYER INFORMATION

Company Name:			
Supervisor Name:		Title:	
Address:		City, State, Zip:	
Phone:		Email:	
Is this position paid?		Wages per Hour:	
Start Date:		End Date:	

The employer is responsible for determining the student's eligibility to participate in an internship which includes background verification. The employer reserves the right to discharge the student for just cause. However, if a problem arises after the student secures an internship, the college requests that the employer consults with the student and their faculty mentor prior to such action. The school may also terminate the agreement if the training site no longer accommodates educational requirements after due consultation with the employer and student. Appropriate safety instruction will be provided by the employer. The employer shall evaluate the student on a form provided by the college at the end of the student's internship. The employer will comply with Federal and State Labor and Industry regulations and will not reduce or replace the hours of any regular employee at the worksite. The above employer does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.

In addition, the employer indicated above agrees to waive any and all claims that may arise against the Seattle District of Community Colleges, its officers, agents, or employees in connection with the Internship Program and participation therein.

Supervisor Signature: _____

Date: _____

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Contract Revised: 1/2015



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FACULTY APPROVAL

Name:	Carla Thompson, MEd	Course	CWE 495 Baccalaureate Internship
Phone:	206.934.3734	Email:	carla.thompson@seattlecolleges.edu

I give the above student permission to participate in an internship and agree to be their mentor. I will work with the student and the site supervisor to define learning objectives. I will contact or visit the internship site at least 1 time per quarter to determine the student's progress and address any questions or concerns as they arise.

Faculty Signature:

Date:

PROGRAM LEARNING OUTCOMES

The core education requirements of the BAS degree in International Business are designed to fulfill a set of desired learning outcomes for the education of an international business undergraduate in the United States. The program learning outcomes include:

1. Demonstrate a basic understanding of micro and macroeconomics theory and their application in an international business environment
2. Analyze the impact of a variety of environmental and global factors in relation to formulating marketing strategies
3. Analyze and respond to competitors in a highly dynamic international market
4. Apply core management functions to decision-making, planning, organizing, prioritizing, and leading in a business environment
5. Demonstrate the basic foundation of and the difference between the international legal system and the American legal system
6. Broadly assess complex legal situations by defining and using applicable legal principles
7. Demonstrate how environmental factors such as politics, demographics, technology, geography, and culture affect the business climate and business operations
8. Evaluate foreign exchange markets and exchange rate systems
9. Practice within the legal and ethical framework of businesses
10. Demonstrate an understanding of operations management, including how businesses plan, design, and implement their global supply chain operations, manufacturing processes, and project management
11. Use current and emerging technologies to solve workplace problems through research, analysis, synthesis, presentation and results tracking.
12. Make effective use of human and cultural differences (e.g., learning style, communication style, ethnicity, age, gender) to create positive relationships with coworkers, peers and the public

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- 13. Communicate effectively in oral and written forms in an international business environment
- 14. Demonstrate proficiency in more than one language
- 15. Demonstrate understanding of what global strategy is and its importance to business survival and success

LEARNING OBJECTIVES

Washington State requires all students who register for internship credits to develop a set of measurable learning objectives. Learning objectives refer to a set of statements that clearly describe a result to be accomplished during the student’s internship experience and should be tied directly to the program learning outcomes. The learning objectives that you outline should be specific, reasonable, achievable, and measurable goals. Types of appropriate learning objectives can be developed in the following areas:

- **Career-Oriented Objectives:** These relate to your career goals.
 - **Example:** “I would like to learn about new employee training programs in the human resources department in a global company.”
- **Skills Acquisition Objectives:** These relate to developing new on-the-job skills or learning new tasks or ideas.
 - **Example:** “I have never used Microsoft Excel before. My goal is to create an Excel spreadsheet that includes appropriate formatting/formulas to gather important data”.
- **Skills Application/Development Objectives:** These relate to improving or developing your current skills.
 - **Example:** “I am currently an experienced customer service representative. My goal is to learn to train new employees from diverse backgrounds on best practices to increase their chances of success”.
- **Human Relations Objectives:** These relate to improving communication and interpersonal skills which can create a more positive environment.
 - **Example:** “I will improve my ability to effectively communicate with coworkers from inside and outside my department”.

EXAMPLE OF AN ACCEPTABLE OBJECTIVE STATEMENT:

- **Objective:** “I would like to learn how to develop a simple, professional marketing plan.”
- **Actions:** “(1) I will find and study past marketing plans to see what is involved; (2) I will attend department meetings and complete marketing duties as assigned.”
- **Result:** “I will know I completed this objective when I can identify the key components of a marketing plan and I can articulate the process to my supervisor.”
- **Importance:** “This objective is important to me because I would like to own my own business and I know that a marketing plan is important to succeed.”



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- **Program Learning Outcomes:** “Upon meeting my goal I will have achieved program learning outcome # 3, 4, 7.

Work with your internship site supervisor and internship faculty to complete a minimum of 4 learning objectives. These objectives should be relevant to your internship position and help you develop your professional skills.

OBJECTIVE #1

What is your objective/goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (Provide 2 specific actions)

1.	
2.	

How will you and others know you’ve accomplished your goal? Be specific.

Describe why this objective is important to you?

What program learning outcome(s) does the proposed objective meet? (Refer to the “program learning outcomes” section on page 2)



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OBJECTIVE #2

What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (Provide 2 specific actions)

1.
2.

How will you and others know you've accomplished your goal? Be specific.

Describe why this objective is important to you?

What program learning outcome(s) does the proposed objective meet? (Refer to the "program learning outcomes" section on page 2)



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OBJECTIVE #3

What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (Provide 2 specific actions)

1.	
2.	

How will you and others know you've accomplished your goal? Be specific.

Describe why this objective is important to you?

What program learning outcome(s) does the proposed objective meet? (Refer to the “program learning outcomes” section on page 2)



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OBJECTIVE #4

What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?

What will you do to accomplish this goal? (Provide 2 specific actions)

1.	
2.	

How will you and others know you've accomplished your goal? Be specific.

Describe why this objective is important to you?



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What program learning outcome(s) does the proposed objective meet? (Refer to the “program learning outcomes” section on page 2)