

**LEAD 600: APPLIED STUDIES APPRENTICESHIP  
WORK SITE APPROVAL AND INFORMATION FORM**

IMPORTANT: Students may not begin a practicum until this form is signed by all parties.

Student Name \_\_\_\_\_ myWSU ID \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Semester of Practicum:    Fall   Spring   Summer    Year \_\_\_\_\_ Course CRN: \_\_\_\_\_

Start/Stop Dates of Assignment \_\_\_\_\_

Name of Site: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**TO BE COMPLETED BY STUDENT**

Student has met the following criteria:

\_\_\_\_\_ Met with program's academic advisor regarding practicum, internship, or apprenticeship enrollment

**TO BE COMPLETED BY FACULTY:**

Student has met the following criteria:

\_\_\_\_\_ Acceptance into the Organizational Leadership and Applied learning major

\_\_\_\_\_ Minimum 2.00 GPA

\_\_\_\_\_ Submission of acceptable learning objectives and job responsibilities

\_\_\_\_\_ Submission of appropriate Affiliation Agreement (if needed)

**APPROVAL OF ASSIGNMENT:**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Site Supervisor Signature Date

\_\_\_\_\_  
Faculty Supervisor (F.S.) Signature Date

\_\_\_\_\_  
Program Director Signature Date

Date assignment may start, as determined by F.S.: \_\_\_\_\_ F.S. Initials: \_\_\_\_\_

- It is imperative that a **job description** be established at the beginning of the internship. This allows all who are involved to understand what the student will hope to accomplish and will be a yardstick for measuring student accomplishment. The job description should be made up of work-related duties that have been mutually agreed upon by the ***student and site supervisor*** for the length of the applied learning assignment.

Please list **YOUR** applied learning *responsibilities* (e.g. – budget preparation):

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

Student Initials: \_\_\_\_\_

Site Supervisor Initials: \_\_\_\_\_

Faculty Supervisor Initials: \_\_\_\_\_

Describe *objectively* (in list form) what you hope to accomplish (e.g. – learn how to properly prepare a budget statement for a large organization)

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

Student Initials: \_\_\_\_\_

Site Supervisor Initials: \_\_\_\_\_

Faculty Supervisor Initials: \_\_\_\_\_