

**Louisiana Education Consortium  
Internship Site Supervisor Agreement**

**Form 15**

LEC doctoral student \_\_\_\_\_ has enrolled in LECI 777 for internship during the \_\_\_\_\_ term of 20\_\_\_\_\_. The Home institution is \_\_\_\_\_.

The student is required to complete a minimum of 200 hours on site (excluding travel time). The site hours are to be determined by the intern and the site supervisor with the approval of the major professor. Your sign-off on the student's site log is required for validation that an activity has been successfully completed. Site supervisors agree to view PowerPoint and other professional development materials related to LEC Internship supervision through the LEC website. Site supervisors are encouraged to set aside time on a regular basis to meet with the intern to discuss issues relating to the internship experiences. The student should provide the site supervisor with a copy of his/her approved Professional Development Plan and LEC Internship Requirements so that the site supervisor may facilitate the experiences and share resources and information necessary for the student to meet the goals of the internship. Should the site supervisor have any questions or concerns, the major professor at the home institution should be contacted. The site supervisor's signature below indicates agreement to these policies.

**Site Supervisor Information**

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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Numbers Email

**Major Professor Information**

\_\_\_\_\_  
Major Professor – Signature Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Numbers Email

**\*Attach to Internship Application/Approval Form (Form 13)**