



Sept. 10, 2025

## Letter of Agreement Regarding AVS 3990 Internship for Academic Credit

Course Code: AVS 4980 (Internship Replacement)

### This Agreement is made between:

- [Student's Name]: \_\_\_\_\_  
[Student's ID]: \_\_\_\_\_  
[Student's Signature]: \_\_\_\_\_  
[Date]: \_\_\_\_\_

and

- [Employer's Name]: \_\_\_\_\_

### Purpose of Agreement:

The purpose of this agreement is to outline the expectations and learning outcomes for the student's internship with the Employer. The student will earn academic credit upon successful completion of the internship, meeting the specific outcomes aligned with AABI standards, as listed below.

### Internship Outcomes:

The student agrees to work toward achieving the following outcomes during their internship with the Employer:

1. **Demonstrate the ability to analyze and interpret research and operational data**  
(AABI 3.3.1.b)
  - The student will engage in tasks requiring data analysis and interpretation, applying theoretical knowledge to practical situations.
2. **Properly function as a team member**  
(AABI 3.3.1.c)
  - The student will contribute to team activities, demonstrating effective collaboration within the organization.
3. **Express proficiency in both oral and written communication**  
(AABI 3.3.1.d & e)
  - The student will be expected to prepare reports and presentations, showcasing clear and professional communication skills.
4. **Articulate knowledge of contemporary industry-related issues**  
(AABI 3.3.1.h)
  - The student will reflect on current trends and challenges in the aviation industry, based on their internship experience.
5. **Display an understanding of the national and international aviation environment**  
(AABI 3.3.2.4)
  - The student will observe and engage with both national and international aspects of the aviation sector.
6. **Demonstrate expertise in applying knowledge to identify and solve real-time problems**  
(AABI 3.3.1.k)

- The student will actively participate in problem-solving activities, using their academic knowledge to address practical challenges encountered during the internship.

**Responsibilities of the Employer:**

The Employer agrees to:

- Provide the student with opportunities to work on tasks and projects that will allow them to work towards the above outcomes.
- Assign an Internship Supervisor to oversee the student's work and provide feedback on their progress.
- Complete an evaluation at the end of the internship, assessing the student's performance (company internal evaluation is sufficient).
- Ensure the student works in a professional environment and follows workplace safety and conduct standards.

**Internship Supervisor's Evaluation:**

The Internship Supervisor agrees to provide a final evaluation of the student's performance, specifically addressing the student's achievement of the internship outcomes outlined in this agreement.

**Duration of the Agreement:**

This agreement is valid for the duration of the internship, from [Start Date] to [End Date]. Either party may terminate the agreement with written notice if necessary.

**For the Employer:**

Name of Internship Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I appreciate your consideration. If you have any questions or concerns, please feel free to contact me at 269.964.6987. or [kyle.d.jehnzen@wmich.edu](mailto:kyle.d.jehnzen@wmich.edu).

Sincerely,

Kyle Jehnzen  
Acting Chair, WMU College of Aviation