



## Internship Contract

### MINIMUM REQUIREMENTS:

Degree or certificate-seeking student

1. Junior standing for undergraduates
2. Cumulative GPA of 2.0
3. Meet minimum GPA requirements of department

Term: \_\_\_\_\_ Subject: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_

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

DOMESTIC (WITHIN U.S.) INTERNSHIP: \_\_\_\_\_ or INTERNATIONAL INTERNSHIP\*: \_\_\_\_\_

*\*For International Internships, please note #10 under "Requirements"*

Student's name: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Student's ASU address: \_\_\_\_\_

Student's E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Paid: \_\_\_\_\_ Unpaid: \_\_\_\_\_

Course Dates - From: \_\_\_\_\_ To: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

<b>Faculty Contact</b>	<b>Agency Contact</b>
Name: _____	Agency Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Agency Site Supervisor Name and Title: _____
Fax: _____	Address: _____
E-mail: _____	Phone: _____ Fax: _____
	E-mail: _____
	Location of Internship, if different from Agency: _____
	_____

***Copies of this completed form will be given to the participating agency, the student, and the faculty supervisor.***

### REQUIREMENTS:

1. Internships will be 1 s. h. (minimum) to 12 s. h. (maximum). The faculty supervisor will enter the S/U grade upon completion of all internship requirements.
2. Academic credit will be based on a minimum of 40 field placement hours per semester hour credit.
3. Internship credit will not be granted retroactively; students must have internships approved in advance.
4. The maximum credit for an internship during one summer session will be 6 s. h.
5. All 12 s. h. internships must span an entire term; in the case of summer, this includes both summer sessions.
6. All interns must have a faculty supervisor and a separate field/agency site supervisor.
7. Each intern will have contact with the faculty supervisor on a bi-weekly basis (minimum) during the internship.
8. The faculty supervisor will visit each field placement to meet with the intern and the field/agency site supervisor at least once each semester unless prohibited by budget or distance.
9. The provisions of this contract will be used for all internships; each department shall determine individual written requirements and expectations; students must pay tuition and fees to Appalachian State.

### ***\*For International Internships Only:***

10. International internships must be certified by the Office of International Education & Development (OIED) at Appalachian State University. Students must complete required paperwork, purchase international health and accident insurance as required by the University of North Carolina system, and pay an administrative fee.

OIED Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESPONSIBILITIES OF THE STUDENT:**

1. Complete all of the departmental prerequisites of the internship program.
2. If requested, provide the agency with a resume and any other necessary documents.
3. Meet with the faculty supervisor and the agency to develop appropriate learning objectives.
4. Abide by the personnel policies of the agency; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
5. Perform all of the duties and responsibilities of the position in a professional manner.
6. Maintain confidentiality with regard to sensitive information gained in the work environment.
7. Participate openly and honestly in the evaluation process.
8. Complete all of the written assignments and submit them to the faculty supervisor within the time-specified guidelines.
9. Maintain contact on a bi-weekly basis with the faculty supervisor and assist in arranging site visits.
10. Obtain adequate health/medical insurance as well as adequate automobile insurance for the duration of the internship if the student will be driving a motor vehicle to or from the internship site or during the course of the internship.

**RESPONSIBILITIES OF THE PARTICIPATING AGENCY:**

1. Assign a supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours, and agency expectations.
3. Schedule regular meetings with the student and provide an appropriate evaluation of the student's performance.
4. Provide a safe, secure, and non-discriminatory workplace at which the student can meet his/her educational objectives.

**RESPONSIBILITIES OF THE UNIVERSITY:**

1. Provide the student with a pre-internship orientation.
2. Participate in developing the learning objectives and the methods of evaluation for the internship.
3. Provide a supervised internship experience through site visits and/or email, telephone contact and written communication with a faculty supervisor on a bi-weekly basis.
4. Provide the participating agency with appropriate instruments for evaluating the student.
5. Assist the student in developing topics for appropriate research projects, readings, and written papers relating to the agency and the internship experience.

This agreement is subject to the specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). The agreement may be terminated by either the University or the Agency with two weeks notice. The University or the Agency has the right to terminate a student's experience if either party determines the student is not performing satisfactorily.

**SIGNATURES:**

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

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Department Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*(Under signature authority granted by the Provost)*

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: The student, faculty and agency supervisors must also be provided with the following information:**

1. Educational objectives of the internship
2. How the objectives will be accomplished (duties, papers, reports, journals)
3. Methods of evaluation and names of evaluators

**All students participating in an internship are required to purchase liability insurance arranged by the University. Cost is approximately \$15-\$20 per semester, and will be added to the student's account.**

**EMERGENCY INFORMATION**

Student's Emergency Contact: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Phone: \_\_\_\_\_