



## Internship Contract

(Includes Practicum)

### MINIMUM REQUIREMENTS:

Degree, licensure, or certificate-seeking student

Department: \_\_\_\_\_

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

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

1. Junior or other standing as determined by department for undergraduates; good standing for graduate students
2. Cumulative GPA of no less than 2.0
3. Meets additional requirements of department/program

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

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

Student's Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Student's AppState Address: \_\_\_\_\_

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

Paid: \_\_\_\_\_ Stipend: \_\_\_\_\_ Unpaid: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Dates From: \_\_\_\_\_ To: \_\_\_\_\_

### Faculty Contact

Name: \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

### Internship Host Contact

Agency Name: \_\_\_\_\_

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

Agency Site Supervisor Name, Title, and Address:

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

E-mail: \_\_\_\_\_

Location of Internship, if different from Agency:

### REQUIREMENTS:

1. Undergraduate internships will be 1 s. h. (minimum) to 12 s. h. (maximum). The Appalachian faculty supervisor, referred to above as "faculty contact", 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 semester hours.
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 host 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 host 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 University.

### *\*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.

**RESPONSIBILITIES OF THE STUDENT:**

1. Complete all of the Appalachian departmental prerequisites of the internship program.
2. If requested, provide the host site with a resume and any other necessary documents.
3. Meet with the faculty supervisor and the host site to develop appropriate learning objectives.
4. Abide by all applicable rules and policies of the host site; 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 INTERNSHIP HOST SITE:**

1. Assign an on-site 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 expectations.
3. Schedule regular meetings with the student, provide an appropriate evaluation of the student's performance, and return the evaluation to the faculty supervisor.
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 host site 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 host site 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 Host Site upon 5 business days' written notice. The University or the Agency has the right to terminate a student's experience immediately if either party determines the student is not performing satisfactorily or for the health & safety of the site and/or the student.

**SIGNATURES:**

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

Host Site Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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

*(Under signature authority granted by the Provost)*

**Note: The student, faculty and host site 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
4. Start and end dates of on-site responsibilities

**All students participating in an internship are required to purchase liability insurance arranged by the University. Cost is approximately \$12 and will be added to the student's account. Policy details are outlined at [internships.appstate.edu/insurance](http://internships.appstate.edu/insurance).**

**EMERGENCY INFORMATION**

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