



## Academic Internship Program Internship Placement Agreement – 2016

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### Purpose of the internship program:

The internship is designed to provide each student intern with an integrated academic and practical professional learning experience. Individual universities give the necessary academic framework, while the organization providing the internship position offers the professional content and context. Ideally, this combination of experiences will allow students to develop substantive relevant skills and insight into the specific challenges facing the organizations with which they are interning.

### Responsibilities of the internship provider:

- To provide a meaningful practical work experience for the intern.
- To allow reasonable access to information and activities within the organization in order for the intern to develop a thorough understanding of the organization's structure, products or programs, operating procedures and goals.
- To complete a "Final Evaluation" on the progress of the intern (forms for each will be provided by the AIC Internship Office).
- To ensure that the six criteria set by the U.S. Department of Labor are applied (in the event of an unpaid internship):
  - The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
  - The internship experience is for the benefit of the intern;
  - The intern does not displace regular employees, but works under close supervision of existing staff;
  - The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
  - The intern is not necessarily entitled to a job at the conclusion of the internship; and
  - The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

### Responsibilities of the student intern:

- To work the scheduled hours as coordinated with the internship site.
  - *While standard hours are full-time (9 to 5) Mondays through Fridays, there is some flexibility to meet the needs and norms of the internship site.*
- To conduct himself or herself in a professional manner at all times and in accordance with the norms of the workplace of the host organization.
- To complete a "Final Evaluation" on the progress of the internship (forms for each will be provided by the AIC Internship Office).

### Responsibilities of AIC Internship Office:

- To approve all internship positions (approval is indicated by signature below).
- To coordinate with students in order to monitor and support the progress of the internship component, related research and coursework, as well as address any issues of concern.
- To communicate with the direct supervisor throughout the duration of the internship to monitor and support the internship progress.
- To administer a "Final Evaluation" documents for the internship.
- To work with student intern and internship provider as a neutral party in the event of disagreement.

Organization name: \_\_\_\_\_

Internship supervisor signature: \_\_\_\_\_

Internship supervisor name: \_\_\_\_\_

Intern signature: \_\_\_\_\_

Intern name: \_\_\_\_\_

AIC signature: \_\_\_\_\_

AIC name: \_\_\_\_\_