

Internship Learning Agreement

This agreement must be completed and approved by all signatories before registration can be complete.

The Student (Intern) agrees to:

1. Prepare a personal resume prior to contacting the employer.
2. Work a minimum of 135 hours for three hours of college credit (9 hours per week for 15 weeks during Fall or spring semesters, 16.5 hours per week for eight weeks during Summer semester, or the equivalent thereof.)
3. Act in a professional manner, maintain confidentiality, be open to constructive criticism through the internship, and comply with the rules, policies, and regulations of the employer.
4. Maintain a daily journal (for each day worked) of internship activities and personal reflections (analysis of experiences) which may be reviewed by the student's supervisors.
5. Submit Project Proposal by designated due date. If the proposal is disapproved, rewrite and return it within one (1) week.
6. Complete a Written and Oral Project (see Instructions for Written and Oral Project) by the designated due dates.

Student's Signature

Student's Name – Please Print

Date

The Employer (Internship Sponsor) agrees to:

1. Provide the Intern with a complete, accurate description of the duties and responsibilities associated with the internship prior to employment.
2. Provide the student with a direct supervisor.
3. Allow the student access to the particular experiences outlined in the job description.
4. Work with the student to create a Project Proposal and a completed Internship Project by the designated due dates.
5. Meet with the Sponsoring Faculty once during the semester at the place of employment.
6. Supply an evaluation of the student's performance at the end of the internship.
7. Inform the Turner College of Business's (TCOB) Internship Coordinator of the student's failure to make him/herself available to offered experiences or failure to respect the policies of the sponsoring employer at any time in an effort to correct the situation and allow the student to complete the internship experience.
8. Respect the policies and procedures of Columbus State University so that no conflict arises concerning established practices and procedures.

Supervisor's Signature

Supervisor's Name – Please Print

Date

Internship Learning Agreement continued

The TCOB (represented by the Internship Coordinator and/or Sponsoring Faculty Member) agrees to:

1. Provide the student with three hours of credit for a successfully completed (minimum of 135 hours) internship.
2. Administer the requirements of the credits and determine final grade.
3. Be available to the sponsoring employer should procedural problems arise during the course of the student's internship and to assist the employer with correcting situations, which might prevent the successful completion of the internship experience.
4. Respect the policies and procedures of the sponsoring employer and ensure that no conflict arises concerning established practices and procedures and supervision.

Sponsoring Faculty's Signature

Sponsoring Faculty's Name—Please Print

Date

Internship Coordinator's Signature

Internship Coordinator's Name—Please Print

Date

Student Services Signature

Date

Department Chair's Signature

Date