



Internship Agreement

Date

Semester

Year

Intern (Print Clearly)

E-Mail (Print Clearly)

Proposed Start Date

Proposed End Date

Phone Number

Class Standing

Graduation Year

Major

Concentration

Internship Faculty Advisor

VA Recipient Yes _____ No _____ (Check Please)

International Yes _____ No _____ (Check Please)

Organization Name

Internship Supervisor

Title

Address

Phone

E-Mail

- The Internship agreement is due **prior** to any working hours. Working hours completed before the agreement is approved will not count towards total hours worked.
- The supervisor and intern should each make a copy of the agreement **before** the original is submitted.
- Revisions/additions to the agreement may be made by mutual consent of all parties; such revisions shall be documented and filed in the BAC Career Services & Internships Office.
- Termination from an internship will result in failure of the registered internship course.
- Student interns must adhere to all employee rules and regulations as dictated by host organization.
- For a complete copy of Internship Program Policy, please contact BAC Career Services.

Learning Agreement: Internship Job Description

The job description is to be determined by the supervisor and must be approved by the Career Services & Internships Office. Please describe the tasks, objectives and or goals of the intern, in as much detail as possible. This will serve as the written agreement between all parties involved. **You may attach a separate sheet for the job description.** Agreement is not valid until approved by the Career Services & Internships Office.

PAID \$ _____ UNPAID ** See below

Credit Hours _____ Total Work Hours Needed to Achieve Credit _____

I have read the agreement and agree to fulfill the duties and responsibilities outlined for the internship and other academic requirements for completion of the internship.

Intern's Signature

Date

I have discussed the internship with the intern and have negotiated and assigned the work components which are identified above. I agree to act as the intern's supervisor and have expertise and educational or professional background in the field of the experience.

Supervisor's Signature

Date

APPROVED BY Career Services & Internships Office:

Date

APPROVED BY Faculty Department Advisor

Date

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- **Host organization agrees to abide by Fair Labor Standards Act and assume liability for the internship:
 - The internship must be an extension of the classroom: a learning experience for applying knowledge gained in the classroom. It must not be simply to advance the operation of the employer or be the work that a regular employee would routinely perform.
 - The skills and knowledge learned must be transferable to other employment settings.
 - The Internship experience is for the benefit of the intern; The intern does not displace regular employees.
 - There are resources, equipment, and facilities provided by the host employer that supports the learning objectives/goals.
 - There is routine feedback by the experienced supervisor.
 - The intern is not necessarily entitled to a job at the conclusion of the internship;
 - The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.