

LETTER OF AGREEMENT

Among Intern, Organization, and the College of Arts and Sciences

*Student: Please complete this form digitally, then save and print for signatures.



It is understood that Enter student's name. will:

- ✓ Work as an intern at Organization's name from Click here to enter a start date. to Click here to enter an end date.;
- ✓ Adhere to all policies of the organization with whom s/he is interning; if applicable, compensation will be provided at the rate of \$Click here to enter hourly pay rate./hour (if unpaid, enter "0");
- ✓ Report to work promptly and in the event of an emergency notify the organization and intern supervisor immediately;
- ✓ Direct energies to the completion of the work assignments;
- ✓ Adhere to policies of the college and of the respective department(s);
- ✓ Keep a daily log of activities for the first two weeks and a weekly log thereafter; submit at the end of every month (or prearranged period in the summer) a summary of the activity log;
- ✓ Submit a five- to ten-page report at the end of the internship; and
- ✓ Complete the *Student Internship Evaluation* at the end of the internship and return to the faculty internship coordinator.

It is understood that the Organization will

- ✓ Recognize the student as a trainee and provide appropriate experiences and adequate supervision;
- ✓ Assure safe and healthy conditions;
- ✓ Accept responsibility for supervising and evaluating the work of the student and return evaluation reports to the faculty internship coordinator;
- ✓ If for any reason termination of the internship is necessary, meet with both the student and faculty member of record at a special conference;
- ✓ Provide the internships without regard to race, sex, or religion;
- ✓ Provide compensation on a voluntary basis; and
- ✓ Fill out and return the *Organization Internship Evaluation* to the faculty internship coordinator at the mid-term and end of the internship.

It is understood the College of Arts & Sciences will

- ✓ Provide instruction concurrent with the internship as applicable;
- ✓ Arrange for supervision by the faculty member of record who will visit the student and the organization at least once a semester or have telephone contact if distance is a factor;
- ✓ Provide guidance for special student problems; and
- ✓ Grant academic credit as approved toward the completion of the student's degree if the conditions of the internship are fulfilled in accord with University policy.

Finally, it is understood that the intern, Organization, and College of Arts & Sciences will adhere to all applicable local, state, and federal regulations, including the Department of Labor guidelines for unpaid internships, found at the end of this document.

To be completed by the Major Department Personnel:

Student's Name _____

SU ID # _____ Semester # _____

Course # _____ Faculty _____ Credits (#) _____

Internship Letter of Agreement

**Your information:**

Student's Name:

Undergraduate Graduate

Student ID Number (not Soc. Sec. #):

Ship E-mail:

Student's Permanent (Home) Address:

Local Address (if different from above):

Major/Minor: Phone Number:

Major Department:

Total Earned Credits: NOTE: You must have completed 60 credits to be eligible.

Overall GPA: / 4.00 Major GPA: / 4.00 NOTE: Minimum overall and major GPA requirement is 2.0.

First internship for credit? Yes No If No, how many previous internship credits :

Faculty Supervisor:

Internship Semester: NOTE: Application is for one semester only.

Placement information:

Name of the Organization:

Organization's Website:

The organization is

Organization's Address:

Site Supervisor's Name:

Site Supervisor's E-mail:

Supervisor's Phone Number:

Intern's Job Title:

Paid position? Yes No

How many total hours do you expect to work at the internship?

For how many credits do you want to register?

NOTE: 40 hours of work is equivalent to 1 credit hour. Undergraduate students are permitted to take up to 9 internship credits, with a maximum of 6 counting in the major. Graduate students are permitted a maximum of 6 internship credits. Your internship is an academic experience in addition to being a professional experience. As such, *tuition will be charged for internship credits just like any other academic course.*

Internship Letter of Agreement

Please answer the following two questions in some detail. If needed, continue on a separate sheet.

1) Describe your anticipated activities, tasks, and projects during the internship.

[Click here to enter text.](#)

2) Describe your career and educational goals and how this internship will strengthen these goals.

[Click here to enter text.](#)

*Student: Please complete all above parts of this form digitally, then save and print for signatures.

PLEASE READ BEFORE SIGNING: By signing this document, the student, faculty internship advisor, department internship coordinator, and the organization supervisor have read and agreed to the described activities, learning objectives, and classification of unpaid internships (described on the previous page).

Student signature and date

Faculty supervisor (instructor of record) signature and date

Department internship coordinator or chair, signature and date

Organization supervisor, signature and date

Dean/Associate Dean, signature and date

Approved _____

Not Approved _____

In accordance with The Fair Labor Standards Act, the U.S. Department of Labor (April 2010) acknowledges unpaid internships as “fair” and legal only if the [below] six criteria are met.

The following six criteria must be applied when making this determination:

1. *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;*
2. *The internship experience is for the benefit of the intern;*
3. *The intern does not displace regular employees, but works under close supervision of existing staff;*
4. *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;*
5. *The intern is not necessarily entitled to a job at the conclusion of the internship; and*
6. *The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.*

NOTE: If you have questions regarding whether or not your internship qualifies, please contact Dr. James Delle, Associate Dean of the College of Arts and Sciences, at (717) 477-1151 or by e-mail at JADelle@ship.edu.