

BELLARMINE UNIVERSITY 2001 NEWBURG ROAD LOUISVILLE, KY 40205-0671 PHONE (502) 272-8151 FAX (502) 272-8050

ART INTERNSHIP AGREEMENT FOR ACADEMIC CREDIT

Semester and Year for Academic Credit:	Fall 🗖	Spring 🗖	Summer Year
Student Name		Major	
Current Address			
City			
Phone Numbers: Cell	Hom	ne	Work
Faculty Sponsor		Phone	
Department			
Field Supervisor		Phone	
Company/Organization			
Address			
City		State	Zip
INTERNSHIP DESCRIPTION			

OBJECTIVE

Internships are to provide practical and career related experience for the student.

STUDENT TERMS AND RESPONSIBILITIES

- 1. Internships for credit must be a planned experience and must have faculty approval and supervision.
- 2. A student must register for the internship as any other class if he/she is to receive credit for it.
- 3. Interns meet periodically during the semester with the faculty sponsor to report progress.
- 4. Students receiving credit for internships are required to complete all assignments designated by the faculty sponsor.
- 5. Internships for credit are pass/fail.
- 6. Work in placement per term: 90 hours for 3 semester hours of credit.

60 hours for 2 semester hours of credit.

30 hours for 1 semester hour of credit.

- 7. Agree to a set number of hours each week.
- 8. Students are responsible for their continued participation in the internship throughout the semester.
- 9. Adhere to the company's policies and procedures.
- 10. Notify Career Development upon acceptance of an internship position and report any discrepancies or problems that arise while in the internship..

ART DEPARTMENT REQUIREMENTS

- 1. Prepare a resume.
- 2. Provide a statement of goals for the internship.
- 3. Work 90 hours in placement.
- 4. Turn in a log of activities at midterm and also by semester end to the faculty sponsor.

BELLARMINE RESPONSIBILITIES

- 1. Promote internships with students, faculty and employers.
- 2. Notify students of internships that are available.
- 3. Screen students' academic records and recommend students for placement.
- 4. Assist the field supervisor in encouraging and advising students.
- 5. Provide the employer with students that are interested in obtaining practical and career experience.

EMPLOYER RESPONSIBILITIES

- 1. Provide a written brief job description of the position clearly defining its duties and responsibilities.
- 2. Provide a regular schedule of work hours and job expectations for the intern.
- 3. Provide a site supervisor to assume direct responsibility for the intern.
- 4. Explain work rules and standards of conduct to the intern. A company orientation is encouraged.
- 5. Assist the faculty sponsor in evaluating the intern's job performance.

I have read and agree to the terms and responsibilities stated above.

Field Supervisor Signature _____

6. Maintain contact with Bellarmine in reviewing the employer's internship opportunities.

SIGNATURES

Student Intern Signature	Date
Faculty Sponsor Signature	Date

Return this completed form and the Internship Application & Registration form to the faculty sponsor.

Date___