

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

BUSINESS ADMINISTRATION INTERNSHIP AGREEMENT FOR ACADEMIC CREDIT

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

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

BUSINESS ADMINISTRATION DEPARTMENT REQUIREMENTS

- 1. Register with Career Development and prepare a resume.
- 2. Provide a statement of goals for the internship.
- 3. Work 90 hours in placement.
- 4. Juniors and Seniors: Go to the Registrar's Office and get a Graduation Checkout listing successfully completed courses.
- 5. Students below 60 credit hours: Complete an Academic Advising form listing successfully completed courses.

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.
- Assist the field supervisor in encouraging and advising students. 4.
- 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.
- 6. Maintain contact with Bellarmine in reviewing the employer's internship opportunities.

SIGNATURES

Ιl	have read	anc	l agree t	o the	terms	and	resp	onsib	ilities	stated	ak	oove	

Student Intern Signature	Date		
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Faculty Sponsor Signature	Date		
Field Supervisor Signature	Date		

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