CAREER DEVELOPMENT
Your Life Outfitter

BELLARMINE UNIVERSITY
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GLOBAL LANGUAGES AND CULTURES 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 provide practical and career-related experiences that allow the student to apply concepts and skills learned in the classroom and to help the student discern career and academic paths.

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. Adhere to the company's policies and procedures.

8. Report any discrepancies or problems while in the internship to Career Development.

BELLARMINE RESPONSIBILITIES

1. Provide information and direction to employers on the internship program.

2. Maintain the Career Development website for listing internship opportunities for students.

3. Assist students with self-assessment, resume preparation, interviewing skills, networking, and specialized career-related topics.

4. Advise students on the internship program.

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 conduct standards to the intern. A company orientation is encouraged.

5. Assist the faculty sponsor in evaluating the intern's job performance.

SIGNATURES

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

Student Intern Signature _____ Date _____

Faculty Sponsor Signature _____ Date_____

Field Supervisor Signature _____ Date_____

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