

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

INTERNSHIP AGREEMENT FOR ACADEMIC CREDIT

| Semester and Year for Academic Credit: | Fall 🗖 Spring 🗖 | Summer Year |
|--|-----------------|--------------|
| | | |
| Student Name | Major | |
| Current Address | | |
| City | | |
| 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 hou 60 hours for 2 semester hou 30 hours for 1 semester hou | ırs of credit. |
| 7. | Adhere to the company's policies and procedures. | | |
| 8. | Report any discrepancies or problems while in the internship to Career Development. | | |
| BELL# | ARMINE 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. | | |
| <u>EMPL</u> | OYER 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. | | |
| <u>SIGN</u> | <u>ATURES</u> | | |
| I have | read and agree to the terms and r | responsibilities stated above. | |
| Stude | nt Intern Signature | | Date |
| Facult | y Sponsor Signature | | Date_ |

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

Field Supervisor Signature ______ Date_____