

Internship Agreement and Guidelines

Congratulations on finding an internship! Internships are one of the top things that employers look for from college graduates. They can be transformational experiences, where students get to apply their knowledge and skills on a work-site and make a great impression on professionals in the field. Now is the time to start practicing professional dress, behavior, communication, and time management. Please read these guidelines carefully, share and discuss them with your faculty and site supervisors, and complete the Internship Agreement linked below in its entirety, proof-reading it for accuracy and professionalism. The Agreement should be submitted at least **30 days before** the beginning of the internship to ensure that there is ample time for all approvals.

General Guidelines

- These guidelines do not supersede any individual departmental requirements. Should a department have its own Internship Guide, then the requirements in that guide must also be adhered to and met.
- The Internship Agreement is to be completed by both the student and faculty supervisor, in consultation with the site supervisor. Once the student submits the Agreement, it is automatically sent to the faculty internship supervisor, the site supervisor, and the department chair for their approval, and a copy is sent to the Dean and the Registrar.
- It is important that all parties work quickly to approve the Agreement once an internship has been offered to ensure that a student does not miss the opportunity to receive academic credit.
- The dates of the internship should fall within the dates of a regular semester or summer term. The student will be registered for the internship in accordance with these dates. Please note: Credit can only be granted during the semester when work hours actually occur.
- Generally speaking, most departments on campus require at least 100 work hours total over the entire semester for a 3-credit hour internship. Some departments, however, require more hours. Each department will set the number of work hours for each internship. Here are commonly used guidelines for an internship:
 - 34 work hours = 1 credit hour
 - 67 work hours = 2 credit hours
 - 100 work hours = 3 credit hours
 - 134 work hours = 4 credit hours
 - 167 work hours = 5 credit hours
 - 200 work hours = 6 credit hours
 - Again, each department will determine the number of hours. The department's requirement will supersede this list. Some employers may have a minimum number of work hours as well.
- If at any time, the conditions of the internship Agreement changes, students must submit a new Agreement and receive approval from all of the above. The number of hours worked and credit hours received may not be changed after the internship has begun without explicit approval from the registrar, and may impact student's eligibility and tuition charges.
- By submitting this Agreement, the student accepts the academic and work assignments indicated in this Agreement and agrees to complete all work assignments promptly and to the best of their ability. Student agrees to familiarize them self with and to adhere to the relevant organizational policies and procedures of the work site and the appropriate standards of ethical conduct. Further, the student understands that there are ordinary risks inherent in the workplace and they will become aware of and consent to undertake such risks. They also understand that Wingate University has no control over any hazards to which they may be exposed during the internship and do not hold the University liable for any accidents that may occur.

Student Intern Responsibilities

Student Interns agree to:

- obtain proper approval from my Faculty Internship Supervisor in the academic department granting the credit;
- complete the Internship Agreement at least 30 days before the beginning of the internship;
- follow up with the Office of the Registrar (registrar@wingate.edu) if the internship does not appear in their course schedule within 1 week after submitting the Agreement (failure to do so may result in internship not being approved);
- per to the best of their ability those tasks assigned by their Supervisor which are related to their learning objectives and to the responsibilities of this position;
- complete all assignments as outlined on the Internship Agreement;
- meet with the Faculty Internship Supervisor on a regular basis to the supervisor on their progress;
- notify my Faculty Internship Supervisor of any changes the student needs to make in this Agreement or of any problems that may develop during the on-the-job experience;
- notify the site supervisor and Faculty Supervisor if the student is ill or unable to attend work for any reason.

Site Supervisor Responsibilities

Site supervisors agree to:

- clearly discuss the requirements of the internship with the student intern;
- work with the student to complete on-site goals, duties and learning objectives;
- provide ongoing supervision and feedback to the student on his/her performance;
- ensure that the intern completes the required number of hours at the site;
- talk with the Faculty Internship Supervisor and/or meet with him/her during a site visit;
- communicate any issues or problems to the Faculty Internship Supervisor immediately;
- notify the Faculty Supervisor if the student does not show up at the internship site;
- submit required information in a timely manner to ensure that student's grade is complete prior to deadline;
- complete evaluations of the student's performance and attitude, if requested;
- support any academic assignments required by the Faculty Supervisor
- by approving the internship, indemnify and hold harmless Wingate University against all liability for injury, loss, claims, or damages resulting from the negligent acts or omissions of the intern during the course of the internship.

Faculty Internship Supervisor Responsibilities

Faculty Internship Supervisors agree to:

- keep in weekly contact with the student to provide guidance and support;
- visit the internship site or contact the site supervisor at least once during the semester to discuss the student's performance;
- notify the Registrar if the student does not show up at the internship site or withdraws from the internship course;
- notify the Office of International Studies if the internship will be outside the United States;
- assess the student's learning based upon internship duties listed in the Internship Agreement and with other assignments such as a daily journal or log, meetings with the site supervisor, the site supervisor's evaluation, completed activities required by the department including specified hours at the site (sample assignments are listed in Sample Evaluation below.)

Sample Evaluation

	Due Date	% of grade
Introductory meeting with Faculty supervisor	Beginning of semester; date to be announced	
Weekly journals	Every Friday by 5pm via email	20
Mid-semester 1-page reflection (details on items to include are attached)	February 28, by 5pm via email	10
Mid-semester employer evaluation (attached)	February 28, by 5pm via email	10
Mid-semester student self-evaluation (attached)	February 28, by 5pm via email	10
Final employer evaluation	April 25, by 5pm via email	15
Final 2-3 page reflection paper	April 25, by 5pm via email	15
Final presentation for professor	April 25, by 5pm via email	20

[STUDENTS CLICK HERE TO COMPLETE AND SUBMIT THE INTERNSHIP AGREEMENT](#)