

Internship Contract Packet

For more information regarding the process in obtaining credit for your participation in an internship,
please refer to our Internship Guidelines.

Student Information:		
First Name:	Last Name:	ID #:
Phone:	Major:	
Course Information:		
Term:	Subject:	Course #:
Course Dates:	Beginning:	Ending:
Hours per week:	Total hours per semester:	Credit Hours:
Academic Advisor:		
Name:		Department:
On-site Internship Supervisor Information:		
Agency Name:		
Address:		
Location of Internship (if different than Agency):		
On-site Intern Supervisor:		Supervisor Title:
Phone:		E-mail:
Job Description: (To be completed by On-site Internship Supervisor)		
Educational Objectives of the Internship. (To be completed by student and Internship Supervisor):		

Responsibilities of the Agency /On-site Intern Supervisor:

1. Assign a supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours and Agency expectations.
3. Maintain dialogue with the student throughout the experience
4. Complete and return the "Internship Evaluation Form" to the BenU Designated Academic Advisor half way through the experience and at the end of the experience.
5. Provide a safe, secure and non-discriminatory workplace at which the student can meet his/her educational objectives.
6. Log completed hours of student work.

Agency/On-site Supervisor Initial: _____**Responsibilities of the Academic Advisor**

1. Provide guidance to the student prior to and during the internship.
2. Develop a course syllabus outlining the educational expectations for the experience.
3. Certify all requirements have been met by the student.
4. Provide a grade for the experience at the end of the semester based on the expectations outlined in the syllabus.
5. Verify completed hours with employer.

Academic Advisor Initial: _____**Responsibilities of the Student:**

1. Complete Internship Contract Packet and submit to Registrar's Office prior to end of Add/Drop Week
2. Provide the On-site Internship Supervisor with a resume and other necessary documentation
3. Meet with internship coordinator to develop appropriate learning objectives
4. Abide by the personnel policies of the Agency, maintain regular and prompt attendance, contact the appropriate supervisor when questions arise
5. Perform all the duties and responsibilities of the position in a professional manner and be willing to exemplify the BenU at Mesa values of integrity, citizenship, and excellence
6. Participate and remind On-site internship supervisor of the evaluation process at mid-terms and finals
7. Complete all assignments outlined in the course syllabus by the end of the semester
8. Complete the total number of hours of work agreed upon in the contract with the specific semester
9. Provide transportation to and from the internship site
10. Notify the University and Agency when ay changes occur that affect ability to fulfill responsibilities
11. Acknowledge that even though the internship may reflect upon the University and Agency, all liability fall on the student as the only ones responsible for their actions and resulting consequences

Student Initial: _____

The University or the Agency has the right to terminate a student's internship at any time during the semester if either party determines the student is not performing satisfactorily.

Signatures:	
Student:	Date:
Academic Advisor:	Date:
On-site Intern Supervisor:	Date:
Career Services Coordinator:	Date:
Registrar:	Date: