

Internship Contract

Student Information:		
First Name:	Last Name:	ID #:
Phone:		
Course information:		
Term:	Subject:	Course #:
Course Dates:	Beginning:	Ending:
Hours per week:	Total hours per semester:	Credit Hours:
BenU Designated Internship Coordinator Information:		
Name:	Department:	
Phone:	E-mail:	
On-site Intern supervisor Information:		
Agency Name:		
Address:		
On-site Intern Supervisor:	Supervisor Title:	
Address:		
Phone:	E-mail:	
Location of Internship (if different than Agency):		
Educational Objectives of the Internship <i>(to be completed by the BenU Designated Internship Coordinator):</i>		

Responsibilities of the Student:

1. Students must be enrolled as a BenU Mesa undergraduate student and have a good academic standing.
2. Understand the policies and expectations of the internship course.
3. Provide the internship location with a resume and any other necessary documentation.
4. Meet with the BenU Designated Internship Coordinator and Agency to develop appropriate learning objectives.
5. Abide by the personnel policies of the Agency; maintain regular and prompt attendance, contact the appropriate supervisor when questions arise.
6. Perform all of 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.
7. Maintain confidentiality with regard to sensitive information gained in the work environment.
8. Participate openly and honestly in the evaluation process.
9. Complete all assignments outlined in the course syllabus by the end of the semester.
10. Complete the total number of hours of work agreed upon in the contract within the specified semester.
11. Prove their own transportation to and from the internship site, as well as all applicable insurance for personal vehicles, if used.
12. Notify the University and Agency when any changes occur that affect their ability to fulfill their responsibilities.
13. Acknowledge that even though their internship may reflect upon the University and Agency, students assume all liability as the only ones responsible for their actions and resulting consequences.

Responsibilities of the BenU Designated Internship Coordinator:

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

Responsibilities of the Agency and 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 Internship Coordinator 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.

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

Signatures:

Student:

Date:

BenU Designated Internship Coordinator:

Date:

On-site Intern Supervisor:

Date: