

INTERNSHIP AGREEMENT

(Please Print)



- SEE BACK FOR INSTRUCTIONS TO COMPLETE FORM
- STUDENT MUST HAVE A GPA OF 2.0+ AND A MINIMUM OF 64 COMPLETED CREDIT HOURS TO REGISTER FOR AN INTERNSHIP.
- ALL INTERNSHIPS DONE FOR CREDIT ARE PASS/FAIL. EACH SEMESTER REQUIRES A FORM.
- AN ACCUMULATED MAXIMUM OF 10 SEMESTER HOURS OF INTERNSHIP CREDIT IS POSSIBLE. (THROUGH A COMBINATION OF INTERNSHIPS, INDEPENDENT STUDY AND/OR SENIOR THESIS A MAXIMUM OF 18 CREDIT HOURS IS PERMITTED.)
- FORM MUST BE COMPLETED AND RETURNED TO WITTENBERG CAREER SERVICES (THOMAS LIBRARY, ROOM 210 COMPASS: SWEET SUCCESS CENTER) BY THE LAST DAY TO ADD COURSES FOR SEMESTER FOR FINAL APPROVAL SIGNATURE
- ONLY ONE SEMESTER PER FORM

Student Name: _____ Id #: _____

Phone: _____ Box #: _____ Class Year: 20____ Major: _____

Year and Semester of Internship: Year: 20____ Fall: _____ Spring: _____ Summer: _____

NOTE: you MUST PAY for each credit hour done during Summer Semester or Overload

Number of Credit Hours for this internship: _____ (Each credit hour equals a minimum 35 hours of work)

Department granting credit for the study: _____ Department Course Number: _____ (Example: HIST 491)

Is this internship for Writing Intensive credit? _____ Yes _____ No Is this internship paid? _____ Yes _____ No

DESCRIPTION OF INTERNSHIP

Organization: _____

Address: _____ City: _____ State/Zip: _____

Site Supervisor: _____ Supervisor Phone: _____

Supervisor Title: _____ Supervisor Fax: _____

Supervisor Email: _____

LEARNING OUTCOMES	ACADEMIC EVALUATION
<p>1. INTERNSHIP DESCRIPTION FROM EMPLOYER MUST BE ATTACHED</p> <p>2. List three or more goals you plan to achieve through this experience.</p>	<p>Describe how work will be evaluated for academic credit. (Example: journals, presentation, paper, project(s)...etc.)</p>

I, the undersigned, have read and concur with this **completed** Internship Agreement. **Once approved, this will serve as registration.**

Student: _____
(signature and date)

Academic Advisor: _____
(signature and date)

Faculty Supervisor: _____
(signature and date)

Department Chair: _____
(signature and date)

Site Supervisor: _____
(signature and date)

Final Approval: _____
Career Services Director

(please print name)

(please print name)

(please print name)

Date: _____

OFFICE USE ONLY

Dept. _____

Course # _____

Section # _____

Date Processed _____

Initials _____

REGISTER FOR A CREDIT-BEARING INTERNSHIP

MAKE A COPY OF COMPLETED FORM FOR YOUR RECORDS

It is the student's responsibility to complete this agreement with the assistance of the faculty and site supervisors. When filling out the agreement form, either type or print legibly.

It is important to be thorough, comprehensive and detailed in completing this form as this is the information upon which the internship will be approved for credit. Incomplete and/or incorrect forms will delay process and could disqualify the internship. **All Signatures** must be **obtained** even if for "0" credit.

The number of credit hours is determined by the student, faculty supervisor and site supervisor. An internship for credit can be done for a maximum of 10 semester hours (depending on department); an accumulated maximum of **10 credit hours in total for internships** can be taken. Each credit equals a minimum of 35 hours of work.

Additional forms including: **Work Log Hours, Student Evaluation of Internship, and Employer Evaluation of Student** available on Career Services web page: <https://www.wittenberg.edu/administration/careers/internships>

INSTRUCTIONS FOR INTERNSHIP AGREEMENT FORM

- First 3 lines--Student complete
- Number of Credit Hours--Site supervisor and Faculty Supervisor will help determine
- Department--The Department which is granting credit
- Department Course number--Faculty Supervisor can supply
- Writing Intensive-- Faculty Supervisor will help determine
- Paid--Site Supervisor (in some departments you are unable to be paid for an internship—be sure and check with your faculty supervisor)
- Organization and supervisor information--student or site supervisor can complete
- Learning Outcomes & Academic Evaluation--work with Faculty Supervisor to complete

FACULTY SUPERVISOR

- Determine that selected internship site is appropriate and has the capability of supervising the student's performance
- Check to be sure student qualifies to complete an internship for credit (GPA, Credit hours)
- Assist student in completing "internship agreement form" learning outcomes and evaluation (**DO NOT SIGN A BLANK FORM**), provide Department Course Number (example: HIST 491)
- Contact internship site supervisor during the internship to obtain an evaluation of the student's performance
- Arrange for a written evaluation by the site supervisor mid-semester and at the end of semester
- Provide feedback to the student during internship
- Perform final evaluation of student's experience and discuss with student
- Provide information to Registrar for completion of the pass/fail internship

STUDENT

- Discuss projects and job description with company supervisor for internship; obtain information, signature and attach job description to form
- **Meet with Academic Advisor and Faculty Supervisor** to discuss internship, **help in completing form and obtain signatures**; you must meet with a representative of the credit granting department which may be different than major or minor
- **Obtain Department Chair signature.** (Signatures, could be the same person.)
- Take/send **COMPLETED** form and attachments to Career Services (Thomas Library, Room 210 Compass: Sweet Success Center) for final approval signature
- Emails from faculty and site supervisors can serve in place of actual signatures

SITE SUPERVISOR

- Provide a complete position/job description prior to start of internship
- Provide orientation/training
- On-going supervision with opportunities for constructive feedback and questions
- Evaluation of overall experience

DEPARTMENT CHAIR

- Oversee that department and University policies are being followed

ACADEMIC ADVISOR

- Discuss how internship will help in future