Internship Agreement

STUDENT INFORMATION:

Name:_____ ID #:_____

Major/minor:_____

Email:_____ Phone: _____

Class standing:_____ Cumulative GPA:_____ Currently Enrolled: _____

Emergency contact name:_____ Relation to student:_____

Emergency contact phone:_____ Alternate phone:_____

Intern Responsibilities:

- Meet the following criteria to enroll in an internship course:
  - Be currently enrolled at UNC Asheville as degree, licensure or certificate-seeking;
  - Have junior or senior standing or receive department approval;
  - Complete the department prerequisites and application processes of the internship program.
- Identify the internship opportunity and host agency supervisor, using the resources of your department and Career Center.
- Meet with the faculty supervisor to discuss internship approval and course registration procedures, course requirements and expectations including credit and internship site/project hours, evaluation methods, learning objectives and required departmental documents.
- Meet with the host agency supervisor to discuss their internship requirements and expectations, develop learning objectives and required documents.
- Enroll in a credit-bearing internship course and pay applicable UNC Asheville tuition and fees. The internship experience and the academic course enrollment must be concurrent. Internship course credit will not be granted retroactively. The internship experience cannot be used for more than one credit-bearing course in a given semester.
- Complete and submit the Internship Agreement to the faculty supervisor and host agency supervisor.
- Complete a minimum of 35 hours per academic credit (e.g. 105 hours for 3 credits). Allocation of these internship hours, between fieldwork and classroom/assignment work, will be determined by the faculty supervisor.
- Perform the duties and responsibilities of the internship and/or project in a professional manner. Abide by all applicable rules and policies of the host agency, maintain regular and prompt attendance and contact the host agency supervisor when questions arise.
- Participate in orientation sessions.
- Maintain confidentiality with regard to sensitive information gained in the work environment.
- Submit completed coursework assignments and requirements to the faculty supervisor. Participate openly and honestly in the evaluation process.
- Maintain regular contact with the faculty supervisor during the internship and assist in arranging site visits, when applicable.
- A university requirement is that all students have health insurance. If the Host Agency requires professional liability and/or auto insurance then the student will obtain it for the duration of the internship. Professional liability insurance is available through UNC Asheville.

FACULTY INFORMATION:

Name:_____ Phone:_____

Email:_____ Term:_____ Year:_____

Course title:_____

Credit hours:_____ Required hours/credit:_____ Grading scale: _____

Faculty Supervisor Responsibilities:

- Offer a credit bearing internship course that meets the requirements of this policy. Independent study courses do not qualify as an internship course.
- Meet with the intern to discuss internship approval and course registration procedures, course requirements and expectations including credit and internship site/project hours, evaluation methods, learning objectives and required documents.
- Ensure the following:
    - the internship experience and host agency are appropriate for the program requirements;
    - the host agency supervisor is qualified to supervise the intern;
    - the academic course registration is processed;
    - the internship adheres to all university, state, and federal regulations and guidelines;
    - the Internship Agreement is signed by the intern, the faculty supervisor and host agency supervisor.
- Assist the intern in developing appropriate learning objectives, course assignments, and evaluation methods throughout the semester that are related to the internship experience.
- Provide the intern with a pre-internship orientation outlining professional behavior expectations.
- Determine how the 35 hours per academic credit are allocated throughout fieldwork, classroom time and academic assignments. Verify that these hours are being done concurrently with course enrollment. Internship credit will not be granted retroactively.
- Provide a supervised internship experience through site visits and/or email, telephone contact and written communication with the intern on a regular basis.
- Provide the host agency supervisor with a tool to evaluate the intern's performance midway and at the end of the internship and the intern with a tool to evaluate the host agency at the end of the internship.

HOST AGENCY INFORMATION:

Agency name:_____

Agency address:_____

Site supervisor name:_____ Phone:_____

Site supervisor title:_____ Email:_____

Location of internship, if different from agency:_____

Dates of internship:_____ Hours per week:_____

□ Paid internship (amount: $_____/hr. or stipend $_____) □ Unpaid

Host Agency Supervisor Responsibilities:

- Work with the intern to develop and achieve the internship learning objectives by assigning appropriate work and/or project duties that relate to the learning objectives.
- Sign the Internship Agreement.
- Provide the intern with an orientation to the work site, duties, hours, professional behaviors and host agency expectations.
- Allow the intern the necessary time to attend any class meetings associated with the internship.
- Meet regularly with the intern and provide appropriate work and professional behavior feedback.
- Collaborate with the faculty supervisor to evaluate the intern's performance using the instruments provided.
- Provide a safe, secure and non-discriminatory workplace at which the intern can meet their learning objectives.

By signing below, I certify that I have read, understand and agree to uphold the responsibilities outlined in this agreement. This agreement may be terminated by either the University or the Agency within two weeks' notice. The University or the Agency has the right to terminate a student's experience immediately if either party determines the student is not performing satisfactorily. Copies of this completed form, educational objectives of the internship, how the objectives will be accomplished, methods of evaluation and names of evaluators will be provided to the student intern, site supervisor and faculty supervisor.

SIGNATURES:

Student intern: _____ Date: _____

Site supervisor: _____ Date: _____

Faculty supervisor: _____ Date: _____

(Under signature authority granted by the Provost)