THE LANGUAGE IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, EITHER EXPRESSED OR IMPLIED, OR OTHERWISE ALTER THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ANY EMPLOYEE AND WINTHROP UNIVERSITY. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART, AS NECESSARY. Biology Department

Internship Agreement

Winthrop University

Student Information (To be co	mpleted by the Intern)		
Today's Date:		Number of Credits: Credit(s)	
Class Enrolled In:		Semester/Year Enrolled: _	
Intern Name (Print Clearly)		Email (Winthrop email will b	@winthrop.edu be primary method of communication)
Phone Number	Student ID #		Class/Graduation Year
Major Are you legally authorized to hol	Minor Concentration d a paid off-campus internship in the		Faculty Liaison
Internship Site Information	(To be completed by Internshi	p Supervisor) For Pr	ofit □ Not for Profit □
Organization Name	Business License # or FEIN #	State Issued (do not provide a SS#)	
Direct Internship Supervisor	Supervisor's Title		
Physical Address		Av	vailable for site visit? Yes □ No □
Supervisor Phone		Supervisor Email	
Internship Projected Start Date:		Internship Projected End Da	ate:
Est. Total Number of Weeks:	Est. Total Hours/Week:		
Paid: Yes □ No □ If yes, \$	S/		
Additional Compensation/Stipen	d:		
	ccepts sole responsibility for determin LSA) Field Operations Handbook and		
For Office use only:			
Date Received	Correspondence sent to e	employer Correspond	lence sent to student \square
Est. Mid-Point			
Other:			

LEARNING AGREEMENT: Internship Job Description (To be completed by Internship Supervisor)

Attach a separate sheet for an actual job description if available. The job description is to be determined by the

Internship Supervisor, and then approved by the faculty liaison (Dr. Sidepartment chair (Dr. Kristi Westover). The Internship Supervisor shows in the state of	ould use the space below to describe the tasks,
projects, and learning outcomes for the intern in as much detail as possible all parties involved. The Internship Agreement is not valid until approve	<u> </u>
Intern Tasks/Role:	ed by an parties.
Specific Projects Intern will work on/assist with:	
Learning Outcomes for Intern:	
Additional Comments regarding Internship:	
I have read the agreement and will fulfill the duties and responsibilities outlined for completing the internship course for credit.	the internship and the academic requirements for
Intern's Signature	Date
I approve of and agree to the Learning Agreement. I agree to abide by all the Equ federal and state laws and regulations in the hiring of Winthrop University students student on company policies/procedures, and provide a safe working environment	s. I agree that the company will instruct/orient the
Internship Supervisor's Signature	Date

Answer the following questions to complete your internship application for your particular site.
These answers in addition to your Learning Agreement must be reviewed and approved by your faculty
liaison. Once the Learning Agreement and Personal Learning Goals are completed and approved,
bring them to Dr. Wozniak's office (Dalton 106) to finalize your internship.

	ozniak's office (Dalton 106) to finalize yo	•	л арргочец,
Explain how t	his internship will add to your educational exp	perience at Winthrop University.	
2. What profess	onal and personal goals do you hope to achi	eve while at this internship? (Βε	e specific)
	ic assignments that will be required of all students be and receive academic credit. Please indicate at 1. Internship Learning Agreement Form	any other assignments that will be rule. 4. Work Hour Log (Journal)	
	2. Mid-Point Evaluation	5. Final Summary Evaluation	
Other: See Syllabus	3. Participation in Site Visit (if possible)	6. Letter From Supervisor	
I approve of the Learni	ng Agreement & Personal Learning Goals. The le	earning agreement is valid for cours	se credit.
Faculty Liaison Signatu	re		Date
Student Signature		<u>_</u>	Date
Department Chair Sign	ature	<u>_</u>	Date

General Responsibilities of the Parties:

- 1. Student responsibilities:
 - a. Work on the days & times agreed upon with the supervisor
 - b. Dress in the appropriate attire for the internship site
 - c. Watch the CCE orientation video at www.youtube.com/watch?v=W2Xlz-1-_cw&feature=youtu.be
 - d. Your safety is important. If you ever feel unsafe, harassed, or discriminated against at the site you may leave on your own free will. The student should contact the internship coordinator and/or site supervisor with concerns even if you are not sure.
 - e. Complete tasks and projects associated with the learning outcomes
 - f. Complete all assignments
 - g. Communicate with all parties if the length of the internship needs to be adjusted to complete the hours requirement
 - h. DISCLAIMER:

Please note that the presence of job announcements on any website, list serve, bulletin or other communications maintained by Winthrop University does not indicate an endorsement or recommendation by Winthrop University or CCE. We are not responsible for safety, wages, working conditions, or other aspects of off-campus employment. We do not conduct a background check on employers - so make sure you spend time researching before you apply.

- 2. Faculty liaison or designee responsibilities:
 - a. Meet with the student interested in an internship and discuss the internship requirements
 - b. Check with employer to confirm the intern's role
 - c. Send initial correspondence and follow-up emails at the mid-point and at the conclusion of the internship
 - d. Be a sounding board for interns and site supervisors
 - Be vigilant! Listen for any safety and security concerns the students may have, and TAKE ACTION to report or intervene if appropriate.
- 3. Site supervisor responsibilities:
 - a. Follow the Fair Labor Standards Act for internships (www.dol.gov/whd/regs/compliance/whdfs71.htm)
 - b. Orient intern on the culture of the site
 - c. The safety of our students is of utmost importance. Students/interns are directed to report any safety or workplace concerns to their faculty liaison or Career and Civic Engagement. Internship sites/supervisors are required to provide a safe environment and to abide by all federal and state workplace laws and regulations in agreeing to accept an intern from Winthrop University into their workplace.
 - d. Explain workplace expectations to the intern
 - e. Provide the student/intern and the faculty liaison or designee with any applicable policies or procedures the student/intern is expected to follow.
 - f. Assign appropriate work projects that complement the learning objectives
 - g. Complete the online mid-point and final evaluation for the student