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Internship Agreement

Winthrop University

Student Information (To be completed by the Intern)

Today's Date: _____

Number of Credits: __ Credit(s)

Class Enrolled In: _____

Semester/Year Enrolled: _____

Intern Name (Print Clearly) _____

_____@winthrop.edu
Email (Winthrop email will be primary method of communication)

Phone Number _____

Student ID # _____

Class/Graduation Year _____

Major _____

Minor Concentration _____

Faculty Liaison _____

Are you legally authorized to hold a paid off-campus internship in the U.S.? Yes No

Internship Site Information (To be completed by Internship Supervisor)

For Profit Not for Profit

Organization Name _____

Business License # or FEIN # _____

State Issued _____
(do not provide a SS#)

Direct Internship Supervisor _____

Supervisor's Title _____

Physical Address _____

Available for site visit? Yes No

Supervisor Phone _____

Supervisor Email _____

Internship Projected Start Date: _____

Internship Projected End Date: _____

Est. Total Number of Weeks: _____ Est. Total Hours/Week: _____

Paid: Yes No If yes, \$ _____ / _____

Additional Compensation/Stipend: _____

The internship site/supervisor accepts sole responsibility for determining the existence of an employment relationship as described by the Fair Labor Standards Act (FLSA) Field Operations Handbook and for compliance with the FLSA and other state and federal wage related laws and regulations.

For Office use only:

Date Received _____

Correspondence sent to employer

Correspondence sent to student

Est. Mid-Point _____

Other: _____

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
 - e. 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