

**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.**

The Center for Career Development and Internships

## **ACADEMIC INTERNSHIP AGREEMENT**

*Winthrop University*

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### **Student Information (To be completed by the Intern)**

Today's Date: \_\_\_\_\_

Class Enrolled In: \_\_\_\_\_

Number of Credits \_\_\_\_ (Credit(s))

Semester/Year Enrolled: \_\_\_\_\_

\_\_\_\_\_  
Intern Name (Print Clearly)

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Class/Graduation Year

\_\_\_\_\_  
Major

\_\_\_\_\_  
Major Concentration

\_\_\_\_\_  
Faculty Liaison

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

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### **Internship site Information (To be completed by Internship Supervisor)**

For Profit \_\_\_\_ Not for Profit \_\_\_\_

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Business License # or FEIN #  
(Do not provide a SS#)

\_\_\_\_\_  
State Issued

\_\_\_\_\_  
Direct Internship Supervisor

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Physical Address

Available for site visit? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Email

Internship Projected Start Date: \_\_\_\_\_

Internship Projected End Date: \_\_\_\_\_

Est. Total Number of Weeks: \_\_\_\_ Est. Total Hours/Weeks: \_\_\_\_ Paid: Yes \_\_\_\_ No \_\_\_\_ If Yes, \$ \_\_\_\_ / \_\_\_\_

Additional Compensation/Stipend: \_\_\_\_\_

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.

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### **For Office use only:**

Date Received \_\_\_\_\_ Correspondence sent to internship site supervisor \_\_\_\_ Correspondence sent to student \_\_\_\_

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 approved by the faculty liaison. The **Internship Supervisor** should use the space below to describe the tasks, projects and learning outcomes for the intern in as much detail as possible. This will serve as the written agreement between all parties involved. **Internship Agreement is not valid until approved by all parties.**

**Intern Tasks/Role:**

**Specific Projects Intern will work on/assist with:**

**Learning Outcomes for Intern:**

**Additional Comments regarding Internship:**

I have read agreement and will fulfill the duties and responsibilities outlined for the internship and the academic requirements for completing the internship course for credit

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

I approve of and agree to the Learning Agreement. I agree to abide by all the Equal Opportunity/Affirmative Action and other related federal and state laws and regulations in the hiring and/or supervision of Winthrop University students. I agree that the company will instruct/orient the student on company policies/procedures, and provide a safe working environment.

\_\_\_\_\_  
Internship Supervisor's Signature

\_\_\_\_\_  
Date



## **INTERNSHIP COVID -19 GUIDELINES**

Winthrop University's #1 priority is everyone's health and safety. Below are some guidelines to follow regarding internships:

### **STUDENTS**

If you participate in-person at your internship site, you must adhere to the local, state, and CDC COVID-19 guidelines. If you are uncomfortable continuing your internship in-person, you should immediately speak with your faculty liaison about your options.

If your internship site moves to remote work, the internship may go on as planned. You are responsible for communicating this to your faculty liaison. If your internship does not have a remote option, you should alert your faculty liaison immediately to seek guidance.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

### **SITE SUPERVISORS**

We appreciate your partnership to provide internships for our students. Should students participate in-person at your site, they are to adhere to the local, state, and CDC COVID-19 guidelines. If your place of business moves to working remote, we ask that you let the student and the university know within the most reasonable timeframe. If the internship is able to continue using remote projects, the internship may go on as planned. If the internship is not able to continue remote; please let the student and the university know as soon as possible.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

For any additional assistance with internships, please reach out to Michael Szeman, associate director at the Center for Career Development and Internships at [szemanm@winthrop.edu](mailto:szemanm@winthrop.edu).

## GENERAL RESPONSIBILITIES OF THE PARTIES:

### 1. Student responsibilities

- a. Work on the days and times agreed upon with supervisor
- b. Dress in the appropriate attire for the internship site
- c. 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.
- d. Complete tasks and projects associated with the learning outcomes
- e. Complete all assignments and written account / journal regarding experiences
- f. Communicate with all parties if length of the internship needs to be adjusted in order to complete the hour's requirement
- g. **DISCLAIMER:** Please note that the presence of job announcements on any website, listed serve, bulleting or other communications maintained by Winthrop University does not indicate an endorsement or recommendation by Winthrop University or CDI. 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.
- h. Complete the online mid-point and final evaluation.

### 2. Faculty liaison or designee responsibilities

- a. Meet with the student interested in an internship and discuss the internship requirements
- b. Check with the 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: <https://www.dol.gov/agencies/whd/flsa>
- 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 to Career Development and Internships. 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