

**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.**

Career and Civic Engagement

## 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 #  
(do not provide a SS#)

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

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: \_\_\_\_\_

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: \_\_\_\_\_

**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 and the CCE Career Consultant. 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:**  
Click here to enter text.

**Specific Projects Intern will work on/assist with:**  
Click here to enter text.

**Learning Outcomes for Intern:**  
Click here to enter text.

**Additional Comments regarding Internship:**  
Click here to enter text.

I have read the 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 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

**PERSONAL LEARNING GOALS (To be completed by the intern)**

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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 the Crawford 115 to finalize your internship.

- 1. Explain how this internship will add to your educational experience at Winthrop University.  
[Click here to enter text.](#)

- 2. What professional and personal goals do you hope to achieve while at this internship? (Be specific)  
[Click here to enter text.](#)

**FACULTY LIAISON** (Please sign below):

Listed below are specific assignments that will be required of all students completing an internship in order to satisfactorily complete the experience and receive academic credit. Please indicate any other assignments that will be required during this work experience:

- |           |  |                                   |
|-----------|--|-----------------------------------|
| Required: | 1. Internship Learning Agreement             | 4. Final Report                   |
|           | 2. Mid-Point Evaluation of Employer          | 5. Final Evaluation of Internship |
|           | 3. Participation in Site Visit (if possible) |                                   |

Other: Work Hours Log

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I approve of the Learning Agreement & Personal Learning Goals. Learning agreement is valid for course credit.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career Consultant Signature

\_\_\_\_\_  
Date

General Responsibilities of the Parties:

1. Student responsibilities:
  - a. Work on the days & times agreed upon with 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](http://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 length of the internship needs to be adjusted in order 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](http://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 to 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 work place 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