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Human Development & Family Studies 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 Internship Coordinator _____

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 Site Supervisor) For Profit Not for Profit

Organization Name _____

Business License # or FEIN #
(do not provide a SS#) _____

State Issued _____

Name of Internship Site Supervisor/Degree in Human Sciences
(e.g., BA, BS, MA, MS, MEd, PhD, etc.) _____

Supervisor's Title _____

Physical Address _____

Available for site visit? Yes No

Supervisor's Phone _____

Supervisor's 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 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 internship supervisor. The **Internship Site 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 and Learning Agreement are not valid until approved by all parties.**

Intern's Role/Tasks:

Specific Direct Service Projects Intern Will Work On/Assist With:

Learning Outcomes for Intern as They Relate to the Family Life Education Content Areas:

Additional Comments Regarding Internship:

I have read the internship agreement and learning agreement and will fulfill the duties and responsibilities of the student/intern 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 Internship Agreement, Learning Agreement, and responsibilities of the internship site supervisor. 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 Site Supervisor's Signature

Date



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

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 **the faculty internship supervisor**. Once the Internship Agreement is completed and approved, bring it to the faculty internship supervisor's office to finalize your internship.

1. Explain how this internship will add to your educational experience at Winthrop University. Be sure to include how the internship will contribute to your application of and experience in at least one of the Family Life Education content areas.

2. What professional and personal goals do you hope to achieve while at this internship? (Be specific)

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.

- | | |
|---------------------|---|
| Course Requirements | 1. Submit internship agreement form |
| | 2. Submit resume |
| | 3. Attend four mandatory virtual meetings |
| | 4. Submit Family Life Education project plan |
| | 5. Submit weekly reflective journal entries online |
| | 6. Submit weekly time sheets signed by internship site supervisor online |
| | 7. Submit mid-point report |
| | 8. Receive mid-point evaluation from internship site supervisor |
| | 9. Submit internship final report including family life education project |
| | 10. Participate in an on site visit from the faculty internship supervisor |
| | 11. Create and deliver a poster presentation on the family life education project |
| | 12. Submit final evaluation of internship site |
| | 13. Receive final evaluation from internship site supervisor |

I approve of the Internship Agreement and Learning Agreement. The internship agreement and learning agreement are valid for course credit.

Winthrop Faculty Member Supervisor Signature / Date

General Responsibilities of the Parties:

1. Student responsibilities:
 - a. Work on the days & times agreed upon with internship site 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 and family life education project
 - 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 Internship Supervisor or Designee responsibilities:
 - a. Meet with the student interested in an internship and discuss the internship requirements
 - b. Check with internship site supervisor 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 and liaison 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.
 - f. Make an on site visit during the internship
 - g. Assist the site supervisor and student with drafting the Family Life Education Project plan
3. Internship Site Supervisor responsibilities:
 - a. Follow the Fair Labor Standards Act for internships (www.dol.gov/whd/regs/compliance/whdfs71.htm)
 - b. Orient student/intern on the culture of the site and explain work place expectations to the intern
 - 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. Provide the student/intern and the Faculty Internship Supervisor or designee with any applicable policies or procedures the student/intern is expected to follow.
 - e. Assign appropriate work projects that complement the learning objectives and collaborate with student/intern on developing a Family Life Education project. Provide guidance on implementing the Family Education project.
 - f. Complete the online mid-point and final evaluation of student and participate in an on site visit from the faculty internship supervisor