

INTERNSHIP AGREEMENT

Internship is a field-based learning experience that combines study, observation, and professional experience. The purpose of the internship is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in their chosen field.

The purpose of this Internship Agreement is to ensure that the internship experience is productive and beneficial to all parties. This agreement outlines the obligations of the intern, the university, and the site hosting the intern.

Through internship, students have access to spaces and information off-limits to the public, and will have opportunities to hear conversations and see things to which they would otherwise not have access. In part, because of this special access, ATUOC has high expectations for their interns' professionalism.

Each student intern holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of University information. Violation of this agreement is a violation of the policies and procedures of the University, and may lead to reprimand, termination, dismissal from the University and/or prosecution.

The Student, Program Chair, and Intern Site Representative agree to assume the responsibilities below for the duration of the Student's placement. This Internship Agreement must be completed and signed by all parties for the University to endorse the Student's placement. All internship requirements must be met for the Student to earn academic credit for the course.

INTERNSHIP REQUIREMENTS

In order to be placed in an internship, student must:

- Be in the last semester of study and successfully complete all classroom work required prior to Internship
- Counsel with Program Chair about internship requirements
- Abide by all responsibilities as listed below
- Comply with the rules and regulations of the Internship Site, including, but not limited to, the use of personal protective equipment and compliance with all safety regulations
- Complete all components of the internship to include field based training, classroom requirements, and evaluation.

Internship shall require _____ hours of on-site experience. Dates and times will be dictated by the Internship Site and in consultation with the Student and the University.

RESPONSIBILITIES UNDER THIS AGREEMENT

I, the Student, agree to:

- Accept placement for the internship period at an approved training site
- Provide transportation to and from the internship training site
- Perform, to the best of my ability, those tasks assigned to me by my Internship Site Representative which are related to my learning objectives and the responsibilities of this position
- Comply with the rules, regulations, and normal requirements of the Internship Site, Arkansas Tech University – Ozark Campus, and the Internship Agreement
- Complete hours required for the internship and observe all directives of the Internship Site Representative
- Notify the Program Chair or Internship Coordinator of any problems that may develop during the placement (prior to any discussion with Internship Site Representative)
- Comply with the dress code required by the Internship Site and/or University
- Exhibit professional conduct at all times, whether on-site or in the classroom. Refrain from any behavior that would adversely reflect on the Internship Site or the University
- Maintain complete confidentiality of any material heard or seen that is confidential or otherwise not for public disclosure
- Report to Internship Site on time and as scheduled. Any absence should be approved by Internship Site Representative
- Maintain professional and courteous relationship with Internship Site and all employees thereof
- Learn the skills and competencies connected with the activities of the internship assignment
- Report immediately to Program Chair should I be dismissed from an Internship Site for any reason
- Not sever connections with the internship site without consent of the instructor
- Complete the internship evaluation at the end of my internship and to submit it to the Program Chair.
- Be honest at all times. Any evidence of dishonesty that results in dismissal from the training site job will automatically dismiss the student from the Internship Training Program.

I understand that if I leave my Internship Site or drop out of the related classes before completion of all required hours or course work, act dishonestly or inappropriately, or fail to abide by the policies and regulations of the Internship Agreement, I may not receive academic credit for the internship class.

I, the Internship Site Representative, agree to:

- Determine, in consultation with the University and Student Intern, the schedule that the Student Intern will maintain on site
- Provide suitable workspace and resources for Student Intern to complete assignment
- Provide the necessary orientation, training, precautionary safety instruction for the performance of the position duties and responsibilities of the Student Intern. This training will be similar to training which would be given in an educational environment.
- Provide professional work experience related to the Student Intern's major field of study
- Provide regular supervision of Student Intern
- The intern will not displace a regular employee, but will work under close supervision of existing staff.
- Make every possible accommodation for faculty site visit during internship
- Complete an evaluation of the Student Intern's performance during the internship and submit to Program Chair
- Acknowledges that this internship experience is for the benefit of the student intern
- Acknowledges that business or entity providing the training derives no immediate advantage from the activities of the intern and on occasion its operations may actually be impeded
- Notify the Program Chair of any problems concerning the Student Internship should any arise
- Notify the Program Chair of the Internship Site's intent to terminate a Student Intern (as far in advance as possible)

I understand that I am not required to provide compensation to Student Intern. Student Intern will perform duties and services in partial fulfillment of course work for which he or she will earn academic credit. Also, the intern is not necessarily entitled to a job at the conclusion of the internship.

I, the Program Chair, agree to:

- Assign a faculty member to monitor the Student Intern's assignment
- Provide the Internship Site Representative with all evaluation materials and the expected timeline for submission
- Inform Internship Site Representative of course requirements such as Student Intern's attendance at meetings/seminars or activities that may take the Student Intern away from the assignment
- Visit the Internship Site to coordinate learning experiences, supervision, and performance evaluation
- Handle issues, concerns, and complaints through the cooperation of all parties concerned
- Remove Student Intern from internship for proven dishonesty or failure to abide by policies and regulations of Internship Site. If the Student Intern is removed from the internship experience, a failing grade may be assigned
- Provide Student Intern with student accident insurance coverage while working at the Internship Site
- To work with Internship Site Representative to ensure a successful internship
- Provide the classroom instruction required to assure completion of all graduation requirements.

The University retains final authority over the Student Intern during the hours he or she is working at the Internship Site.

**I have received a copy of, have read, do understand, and will comply with the
Internship Agreement of
Arkansas Tech University – Ozark Campus.**

By signing this Internship Agreement, you agree to assume the responsibilities listed for your role.

Student's signature

Student ID#

Date

Program Chair's signature

Department

Date

Internship Site Representative's signature

Internship Site

Date