

# ACADEMIC INTERNSHIP CONTRACT

**FALL 2016 Internship Deadline: Friday, September 16<sup>th</sup> 2016**

Student Intern \_\_\_\_\_ Major \_\_\_\_\_ International Student? (circle one) Yes/No

Banner Identification No. \_\_\_\_\_ Total Credits Earned \_\_\_\_\_ UMW Credits Earned \_\_\_\_\_ GPA \_\_\_\_\_ Total Semester Credits w/internship \_\_\_\_\_  
(Must have 12 or above) (Must have 2.0 or above) (19cr+ will require overload permission)

Class Year \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Previous internships completed for credit? Please list site name, semester and year \_\_\_\_\_

**TO BE COMPLETED BY AGENCY SUPERVISOR (Please sign where indicated at bottom of contract)**

Agency Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

City/State \_\_\_\_\_ Country \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Internship Title and Description of Duties: (**Intern: Please attach a specific and thorough list of duties or the job description to be completed; can be no more than 30% clerical**)

Date Internship Begins: (**Internship Hrs to be Counted Cannot Begin Before (08/29/2016)**) \_\_\_\_\_

Date Internship Ends: (**Internship Hrs to be Counted Must End By (12/09/2016)**) \_\_\_\_\_ Hrs./Week \_\_\_\_\_

Total Hrs./Semester (must meet minimum requirements for number of credits requested (1 credit = 42 hours at site etc.) \_\_\_\_\_

Students completing internships abroad should also contact the **Center For International Education**.

**TO BE COMPLETED BY FACULTY SPONSOR (Please sign where indicated at bottom of contract)**

Faculty Sponsor \_\_\_\_\_ Phone \_\_\_\_\_ Major Granting Credit \_\_\_\_\_

If the faculty sponsor is from a department different from the department granting credit, chairs from both departments must sign the contract.

No. of Credit Hours Toward Major \* \_\_\_\_\_ No. of Credit Hours Elective \_\_\_\_\_ Total No. of Credit Hours \* \_\_\_\_\_

\*Any request for **four to six credit** hours of internship requires a typed written statement from the student justifying the additional credit. Also, any request for internships in the same setting as a previous internship or employment, or for credit over six hours must be reviewed and approved by an Assistant Director. Each department determines how many internship credits, if any, count toward the major.

**EXPERIENTIAL LEARNING REQUIREMENT**

(Only internships that have a final project/paper that is evaluated by the sponsoring faculty member will meet this requirement)

Does this internship satisfy the Experiential Learning Requirement?  Yes  No

**SUPERVISION** (Methods which will be used by the faculty sponsor to monitor progress of the student intern)

Faculty-student conference (in person or by phone once every two weeks)  Consult with agency supervisor by phone  Agency visit  
 Other (Please specify) \_\_\_\_\_

**ASSIGNMENTS** (Methods which will be used by the faculty sponsor to evaluate the intern's performance and to assign a grade)

Report by agency supervisor (College Evaluation Form)  Student report (substantive)  Product assessment (portfolio)  
 Student journal or log  Student report (reflective)  Student self-evaluation

**SIGNATURES**

The signatures of the student intern, faculty sponsor, and department chair indicate approval of this internship as a legitimate learning experience. **If the internship causes the student to exceed 18 credit hours, the student must seek overload permission through Academic Services and is responsible for additional costs associated with overloading credits. The contract and related paperwork must be completed within seven days of starting the internship. Without prior contact with Career Services about extenuating circumstances, late contracts WILL NOT be accepted.** Successful completion of this internship will result in the award of academic credit. Academic requirements as noted have been established and agreed upon by all parties concerned. Final approval by UMW Career Center is necessary for registration. UMW reserves the right to remove a student and terminate the internship if UMW decides, in its sole discretion, that such student is not performing satisfactorily in the program, or otherwise is in violation of its terms.

The student intern acknowledges that he or she has read and understands the Internship Policies and Procedures, and willingly undertakes personal responsibility for the internship commitment and promises to perform in a professional manner to complete all specified requirements. The student acknowledges that any loss, damage or injury which may result from participation in the above described internship is the responsibility of the student and the student will not hold the University of Mary Washington, its agents, officers or employees responsible for property damage or related expenses which may occur in the course of the internship. Students anticipating involvement in off-campus learning experiences as non-employee volunteers are encouraged to secure insurance coverage for personal liability.

**Agency Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Faculty Sponsor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Career Services Assistant Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## CODE OF PROFESSIONAL AND ETHICAL CONDUCT FOR UMW STUDENT INTERNS

While interning at your site, you are representing not just yourself, but the university and your fellow students, both current and future. Whether you do well or not at your site may have implications far beyond your current situation. Please review the following list of expectations that we have for you as a student intern and sign below to indicate your agreement to abide by them at all times.

- You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.
- Your performance while on assignment as an intern will be measured by a university-sponsored performance evaluation (which will be shared with your faculty sponsor) and, possibly, by your employer's performance measurement process.
- You must keep The Center for Career and Professional Development, your faculty sponsor, and your employer apprised at all times of your current contact information.
- You understand that permissible work absences include illness or other serious circumstances. Coursework assignments or co-curricular activities are not legitimate excuses. You must immediately notify your employer in case of absence.
- Any changes in your internship status (layoff, hour reduction, dismissal) must be reported immediately to The Center for Career and Professional Development.
- If you feel victimized by a work-related incident, you are to contact The Center for Career and Professional Development immediately.
- Due to the nature of an internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by The Center for Career and Professional Development and your faculty sponsor, in consultation with the employer.
- You will follow all policies and procedures of the internship site, as well as the university policies for the academic internship program. This includes completion of all assignments (work-related and academic) related to the internship.
- You will conduct yourself in a professional manner at all times. This includes, but is not limited to:
  - maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products/services associated with the employer site
  - reporting to the internship on-time
  - using appropriate written and oral expression in all interactions with university and employer personnel, managers, supervisors, employees, and clients
  - participating in any orientation, training, or testing as required by the employer
  - observing all established safety and sanitation codes
  - engaging in positive, professional, and legal behavior
  - accepting responsibility and accountability for decisions and actions taken while at the internship site
  - ensuring that all interactions with guests, patients, clients, members, customers, the public, and fellow employees are conducted with dignity and respect towards every person

**If, at any time during the course of your internship you have any questions or concerns, including concerns about completing the required minimum hours, please contact your faculty sponsor or The Center for Career and Professional Development immediately.**

*Signing below indicates that you have reviewed the above and agree to the outlined Code of Professional and Ethical Conduct*

*Student Name (printed):* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_

*Signature Date:* \_\_\_\_\_ *Internship Semester/Year:* \_\_\_\_\_

*In Case of Emergency Contact:* \_\_\_\_\_ *Telephone* \_\_\_\_\_