

**Deadline:** Completed contracts must be approved prior to the end of the add/drop period. Check with department for other deadlines.

**Return Completed Forms To:**  
The Office of the Registrar, Lee Hall, 2nd Floor  
or email to registrar@umw.edu

**Notifications:** Student will be notified if request should be altered or if it is denied.

**Internships provide structured learning experiences and must be evaluated by a faculty member and approved in advance by the department the student is seeking academic credit from. Credit is only awarded for internships that incorporate a hands-on experience per the duties outlined in the contract, and includes academic components which are determined at the discretion of the faculty sponsor. Requested internships should provide an opportunity for students to apply and supplement the knowledge gained in the classroom. Academic departments have the final decision for the approval of an academic internship.**

**Student Information**

Student Intern \_\_\_\_\_ Banner ID \_\_\_\_\_ International Student: Yes \_\_\_\_\_ No \_\_\_\_\_

Email \_\_\_\_\_ Graduation Year \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ UMW Credits Earned \_\_\_\_\_

Total Credits (including transfer credits) \_\_\_\_\_ Total Semester Credits (including internship) \_\_\_\_\_

**Faculty Sponsor Information**

Faculty Sponsor Name \_\_\_\_\_ Faculty Sponsor UMW Email \_\_\_\_\_

Discipline \_\_\_\_\_ Credit Hours \_\_\_\_\_ Term \_\_\_\_\_

Number of Credits Toward Major \_\_\_\_\_ Number of Hours Toward Minor \_\_\_\_\_ Beyond the Classroom (BTC) Credits \_\_\_\_\_

_____	_____	_____
<b>*Supervising Faculty Signature</b>	<b>Printed Name</b>	<b>Date</b>
_____	_____	_____
<b>*Department Chair Signature</b>	<b>Printed Name</b>	<b>Date</b>
_____	_____	_____
<b>*Agency Supervisor Signature</b>	<b>Printed Name</b>	<b>Date</b>

*An email confirmation will be accepted in lieu of signature when applicable – please attach to this form  
\*\*\* The same person cannot sign as all three of the above\*\*\**

*The student intern acknowledges that he or she has read and understands the Internship Policies and Procedures and the Code of Ethics on pp. 3-4, 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 for personal liability coverage.*

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

For Office use only:

Registrar's Office Signature: _____	CRN# Created: _____
Date Received: _____	Date Added: _____

**Internship Site Information** (to be completed by the student)

Supervisor Name \_\_\_\_\_ Supervisor Title \_\_\_\_\_ Internship Company \_\_\_\_\_

Supervisor Email \_\_\_\_\_ Supervisor Phone \_\_\_\_\_ City/State/Country \_\_\_\_\_

Date Internship Begins \_\_\_\_\_ Date Internship Ends \_\_\_\_\_ Hours of work per week \_\_\_\_\_

Total Hours of Work Within Semester (must meet minimum hour requirement for number of credits requested) \_\_\_\_\_

How often will you meet with your site supervisor? \_\_\_\_\_

Is this internship primarily completed via virtual means? \_\_\_\_\_ Is this internship experience paid? \_\_\_\_\_

*(Answer yes if more than 50% of the work will be completed independently outside of the office setting)*

Who will be evaluating you at the internship site? \_\_\_\_\_ Email \_\_\_\_\_

Please list the duties that you will be completing at your internship.

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Please describe how your internship duties connect to your academic program.

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**Internship Evaluation Information** (to be completed by the faculty sponsor)

What are the expectations for meetings throughout the duration of the internship and in what format?

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

\_\_\_\_ Report by site supervisor    \_\_\_\_ Student report (substantive)    \_\_\_\_ Product assessment (portfolio)  
\_\_\_\_ Student journal or log    \_\_\_\_ Student report (reflective)    \_\_\_\_ Student self-evaluation    \_\_\_\_ Other

Additional Methods \_\_\_\_\_

Would you like for the Career Center to request a formal evaluation from the site supervisor upon completion of the internship?    \_\_\_\_ Yes    \_\_\_\_ No

## **Internship Policies and Code of Professional and Ethical Conduct for UMW Student Interns**

*Before seeking an internship for academic credit, please read thoroughly the policies pertaining to completing an internship for academic credit. While interning at your site, you are representing not just yourself, but the university and your fellow students, both current and future. The impression you leave at your site may have implications far beyond your current situation. Also, review the following list of expectations for student interns and sign below to indicate your agreement to abide by them at all times.*

### **Internship Policies**

- Students must be degree-seeking at the University of Mary Washington.
- Students must have at least 12 credit hours earned at UMW or have earned an Associates Degree.
- Students must have a G.P.A. of 2.0 or better at the start of the semester in which the internship occurs.
- Students must meet any additional requirements established by the department granting credit by reviewing the most recent UMW academic catalog.
- International students with F-1 or J-1 visa status must see the international student advisor in the Center for International Education (CIE) to make certain they are eligible for internships/employment.
- Students seeking internships abroad should contact the Center for International Education prior to seeking academic credit.
- Adding or dropping an internship is not completed until the Registrar's Office has been contacted and the request has been processed. Students are responsible for verifying that their internships have been added or dropped and the information on the schedule is correct.
- Academic internships which will result in registration for more than 18 credit hours (an overload) must be approved by Academic Services prior to the internship being added to the schedule.

### **Credit Hour Guidelines**

- 1 Credit – 42 hours
- 2 Credits – 84 hours
- 3 Credits – 126 hours

### **Internship Fee Policy**

- There is a per credit cost for summer internships and for internships which create an overload (more than 18 credit hours). Please check with Student Accounts for fee amounts.
- There is a per credit charge for internships taken by part-time, degree-seeking students at any time of the year.
- Students registering for internships after the deadline may be required to pay for the internship up front, before the internship can be added to their schedule.

### **Internship Code of Ethics and Professional Conduct**

- 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 and, possibly, by your employer's performance measurement process.
- You must keep 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 your faculty sponsor.
- If you feel victimized by a work-related incident, you are to contact your faculty sponsor 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 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.

**Internship Policies and Code of Professional and Ethical Conduct for UMW Student Interns- Cont'd.**

- 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 site 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 toward 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 immediately.***

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

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

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

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