Student Internship Agreement

Student Information

Name: __________________________________
Expected Graduation Date: _______________  Telephone: __________________________
Major: ______________________________  Email: ______________________________

Company/Supervisor Information

Company: _______________________________  Department: __________________________
Supervisor Name: _____________________  Title: _______________________________
Telephone: __________________________  Email: ______________________________

This is an agreement between ________________________ ("Student"), ________________________ ("Company"), and ________________________ ("Gollis University"). The purpose of this educational internship is for students to learn about Company's business and to gain valuable insight and experience.

The term of this internship begins on _______________ and ends _______________.

Conditions of the Agreement:

a) The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Company.
b) The education received by the Student from the internship is for the express benefit of the Student.
c) The Student does not replace or displace any employee of the Company.
d) The student will receive direct and close supervision by an appropriate supervisor.
e) Student is not entitled to wages or any compensation or benefits for the time spent in the internship.
f) Company is not liable for injury sustained or health conditions that may arise for the unpaid student during the course of the internship.
**General Responsibilities of the Parties**

**A. The student will have the following responsibilities:**
1) Work on the days and times agreed upon.
2) Conform to the regulations and dress code.
3) Maintain confidentiality.
4) Notify supervisor of planned absences before internship begins.
5) Notify the University or Career Management Coordinator should any problems arise during the course of the internship.
6) Complete the required log of hours sheet and submit to University or Career Management Coordinator at end of internship.
7) Complete assignments, tasks, and final project associated with internship experience.
8) Absentees will not award internship recommendation letter

**B. The University will have the following responsibilities:**
1) Identify faculty mentor that will award university credits to Student, where appropriate, or upon completion of internship.
2) Participate in planning and evaluation regarding learning activities by jointly deciding on objectives with student and supervisor.
3) Provide Company with student evaluation forms.
4) Notify Student of obligations and monitor Student’s compliance during the course of the internship.
5) Conduct intermittent individual contacts with students during internships to critique student progress and professional growth.

**C. The Company will have the following responsibilities:**
1) Provide a working environment which allows the student to gain experience relevant to the major field.
2) Supply a safe environment for the Student and inform Student and University of any possible unsafe conditions.
3) Work with Student and University to develop goals and objectives to be completed during internship.
4) Notify University of any poor work performance or problems with the Student placement.
5) Evaluate Student’s performance at the end of internship and submit evaluation form to University

Student Signature: ____________________________ Date: ______________

Gollis University Representative Signature: __________________ Date: ______________

Company Representative Signature: ______________________ Date: ______________

The purpose of this agreement is to ensure the student, company, and University agree with the expectations of the internship.