

## **Marymount University Academic Internship Agreement**

Name of Student Intern (Print):

Name of Organization:

Address of Internship Site:

Name of Site Supervisor:

Site Supervisor's Phone Number:

Email:

Start Date:

End Date:

Total hours of work:

(3 credits = 120 hours)

Job Title:

Site Supervisor: Please attach Job Description with listing of job duties and responsibilities.

### **Internship Objective and Requirements**

The principle objective of the internship is for the student to use information learned in the classroom in a professional setting. Specific objectives will be developed cooperatively for each student by the company/organization and the Internship Coordinator at the beginning of the internship. It is expected that the student be gradually exposed to professional roles through observation, supervised performance, and where the skills of the student warrant, independent performance of professional duties. Academic credit will be granted upon successful completion of the professional experience for the number of hours, as stated above and timely submission of all assignments in accordance with the syllabus. An on-site visit or a telephone conference by the Internship Coordinator between the site supervisor, intern, and the Internship Coordinator occurs during the internship.

During the internship, the student is expected to conduct her/himself in accordance with professional standards of the organization, to include appropriate dress, promptness, effective relationships with supervisor and peers, and efficient and accurate performance of assigned duties. The student is also expected to reconcile, at the discretion of the supervisor, any absence either due to illness or other unforeseen circumstances. If the student does not meet these standards of performance, the agreement may be terminated by the organization.

Marymount University and the organization agree that each is responsible for the acts of its own employees and agents, and that they will each hold the other party harmless for and against any actions, suits, damages, liability or other proceeding to the extent that such arise out of the negligence, misconduct, errors, or omissions of their own employees or agents.

This agreement may not be terminated, nor the terms and conditions altered without the prior approval of the Marymount University Internship Coordinator in the School of Business and Technology. Information submitted by students and internship organizations in reports and evaluations will be kept on file and may be shared selectively with future Marymount students interested in performing related internships.

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

Internship Site Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **Responsibilities of Each Party**

### The Responsibilities of the **Company/Organization**:

- a. Provide a written position description outlining the duties and responsibilities of the intern and identifying a supervising professional for the student.
- b. Consider student(s) for assignments without regard to sex, age, race, ethnic, origin, disability, political, religious or sexual preference.
- c. Explain any legal responsibilities to the intern in acting as a representative of the organization.
- d. Discuss opportunities for the student to accomplish the learning objectives.

### The responsibilities of the **Students**

- e. Timely completion of all assignments and submission of signed time sheets according to the syllabus.
- f. Represent themselves and Marymount University in a professional and courteous manner.
- g. Report any internship situation which is in violation of the MU Student Handbook policies.

### The responsibilities of the **Internship Coordinator**:

- h. Develop relationships with internship site supervisors.
- i. Keep company/organization updated with internship and employment recruiting opportunities.
- j. Assist the site supervisors, on request, with identification of appropriate work for students.
- k. Review assignments and evaluations, assigning a grade to students' internship performance.
- l. Confer with students and supervisors by telephone or site visits regarding progress of internship.