



# INTERNSHIP PROGRAM CONTRACT

To Edit this PDF Contract- Must Use a Computer

Download contract and Save to your Computer. As each party (intern, faculty, site supervisor) completes their portion, the document should be saved first before sharing. Sections I-VI should be complete before sharing with the Director of Career and Personal Development.

**Please read through this contract carefully and complete.** Additional information on internships can be found at <https://www.greensboro.edu/career-internships/>

## Step 1: Verification by Registrar's Office

- A. GPA:
- B. Classification:
- C. Student Signature:
- D. Date:

**Step 2** Secure a faculty supervisor who teaches in the academic department in which this internship will be counted for credit; some academic departments have a designated faculty member each semester who handles internships. Fill in site name and address and complete the learning goals and academic requirements for your internship with your Faculty Supervisor. Acquire signatures from Faculty Supervisor, Department Chair, School Dean and Academic Advisor.

**Step 3** Review learning goals with Site Supervisor and complete Internship Site Information; acquire Site Supervisor's signature.

**Step 4** Acquire signatures of the Director of Career Development and the Dean of Faculty

**Step 5** Turn in completed contract to the Registrar's Office; the Registrar's Office will enroll you in your internship course

## I. STUDENT INFORMATION

Full Name:

Student ID:

GC email:

Cell Phone w/Area Code:

Major(s):

Minor(s):

## II. REGISTRATION SPECIFICS *(complete course number, term, and credit hours)*

a) Internship Course Number to be Enrolled In:

b) Term: Fall          Spring          Summer          Year

c) Date Internship Begins (Mo/Yr):          Date Internship Ends (Mo/Yr):

d) Hours Intern Will Work (put an "x" next to the credit hours you will be earning):

1 cr - 45 hr

2 crs = 90 hrs

3 crs = 135 hrs

4 crs =

Other (specify)

Students must **work 3 clock hours per week for each credit hour earned**. For a 4 credit internship, students must work a total of 180 clock hours - approx 12 hours per week for the 15 week semester during fall/spring. During a summer internship, you should register for the internship for session 1 and carry it over to session 2 thus giving you 10 weeks of 18 hours each to fulfill your hours requirement

### III. INTERNSHIP SITE INFORMATION

Name of Site/Organization:

Organization's Address:

Site Supervisor Name & Title:

Site Supervisor Email:

Site Supervisor Phone:

Organization Website:

Organization Phone Number:

Site Supervisor's Signature:

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### IV. INTERNSHIP DESCRIPTION & LEARNING GOALS- determined collaboratively with faculty supervisor

A) General Description of Internship:

B) Specific Learning Goals:

1.
2.
3.
4.
5.

### V. ACADEMIC ASSIGNMENTS- determined by faculty supervisor; submit assignments to faculty supervisor

1. Journal/Blog:

Due Date:

2. Assigned Reading:

Due Date:

3. Project(s) or alternative Assignment(s):

Due Date:

4. Written Summary:

Due Date:

5. Oral Presentation:

Due Date:

**VI. FACULTY SUPERVISOR, DEPARTMENT CHAIR, ACADEMIC ADVISOR SIGNATURES**

**Faculty Supervisor's Printed Name:**

**Faculty Supervisor's GC Email:**

**Faculty Supervisor's Signature:**

Date:

**Department Chair Signature:**

Date:

**Academic Advisor Signature:**

Date:

**VII. FINAL APPROVAL/SIGNATURES – turn into the Registrar's Office when contract is complete**

**Director, Career and Personal Development** (*will not be approved until all highlighted sections are complete*) Name: Date:

**Dean of Faculty:**

Name: Date

**REGISTRAR'S OFFICE**

Is internship REQUIRED for major? \_\_\_\_\_ If so, be sure ISFEE is set in course/section prior to registration.

Setup: Course:            Section:                            Hours:                            Instructor:

Process complete: Copy of contract to: student, faculty supervisor, career exploration, and advisor. Original to student file.

Completed: Date:                            By:

FORM: REG502

# GREENSBORO COLLEGE INTERNSHIP RISK AWARENESS AND INTERN RESPONSIBILITIES

## 1: Student Responsibilities

As a representative of Greensboro College, you will conduct yourself in a professional manner at all times. This includes, but is not limited to:

1. Following sponsor's employment policies, practices, procedures, dress code, and standards of conduct.
2. Maintaining confidentiality regarding information on any patients, clients, members, customers, employees, and products or services associated with the internship site.
3. Using appropriate written and oral expression in all interactions with, managers, supervisors, employees, the public and clients.
4. Participating in any orientation or testing required by the internship site.
5. Accepting responsibility and accountability for decisions and actions taken while at the internship site.
6. Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with respect.
7. Establishing and maintaining a work schedule that meets the employer and your needs and reporting for the internship on time. Communicate with your site supervisor if you are going to be late or absent. Offer to make up your time elsewhere.
8. Maintaining dress and grooming appropriate to the assigned job responsibilities. Dress for the job you want, not the job you have
9. Notifying faculty supervisor of any difficulties on the site or changes in your internship status such as layoff, cutback in hours, or dismissal.
10. Take initiative. If you see something that you can make improvements to, ask for permission to do so if you think you need to.
11. Ask questions. Learn. You may ultimately not be interested in the site or the work you are doing but you are to always do your best. Do not make your lack of interest your site supervisor's problem. It's good to learn now, while you are in college, what you do and do not like before you've graduated and no longer have the luxury of seeing what would be a good fit for you. If you discover that you do not like doing a certain job, that's good to know.
12. It is unacceptable to be on your phone or laptop looking at your social media accounts, doing homework, or texting while you are at your site. It does not matter whether you see employees engaging in this behavior. That's on them. Own your integrity.
13. Treat your internship like a job. This opportunity can provide you with an amazing reference for future employment or grad school and may even evolve into a job offer.
14. Interns are responsible for sitting down with their site supervisors sometime during the last few weeks of the internship to complete the **evaluation** form. Both the site supervisor and the intern must sign the document. The completed document is to be turned in to your faculty supervisor by the last day of class.
15. Should you decide for *any* reason that you cannot or do not want to continue where you currently are, please speak with your faculty supervisor and / or me (Caryn J Atwater, Director of Career Development). It is possible to complete your internship at a different site

## **Section 2: Risk Awareness**

Greensboro College does not knowingly approve internship opportunities that pose undue risks to students. However, we cannot control the way in which the internship work experience or the internship site is structured or operated. Any internship carries with it the potential hazards, which are beyond the control of the College. The College, its governing board, employees or agents do not exercise any control over and are not responsible for the conditions of their working environment at the internship. The student undertakes the internship at their own risk and assumes full responsibility for their well-being.

### **Basic steps to manage risks:**

- 1) Identify Potential Risks
- 2) Understand Guidelines and Expectations from the College and Intern Sponsor
- 3) Consider Solutions to Potential Problems
- 4) Inform the Site Supervisor, Faculty Supervisor and/or Internship Coordinator of any Concern

### **Should an incident take place:**

- 1) Document all facts such as date, time, and persons involved, and the situation as you observed
- it. 2) Inform your site supervisor, faculty supervisor and/or internship coordinator immediately.

## **Section 3: Personal Conduct and General Release Statement**

By my signature below, I indicate my understanding and willingness to conform to the standards of the internship program. If these are not adhered to, I may be at risk of losing academic credit and/or tuition, or in some other way may be penalized.

**It is expressly agreed that the internship site and its use of any and all facilities shall be undertaken by me at my sole risk and that Greensboro College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions whatsoever (including attorneys' fees) to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by Greensboro College. I release, discharge and covenant not to sue Greensboro College, its governing board, employees or agents (collectively the "Releasees") as to any and all liability that may arise out of injury or harm, including but not limited to, economic loss, personal injury, disease, death, or property damage suffered by me and resulting from my participation in this internship, excepting only liability due to the gross negligence or willful misconduct of the College.**

**Student Signature:**

**Faculty Supervisor Signature:**

**Date:**