

FORM DEADLINE
Prior to
Internship Expectations Training

Internship Agreement

Purpose: Finalize internship arrangements, review policies, and verify contact information.

Intern reviews, signs, and provides to company internship supervisor. The supervisor reviews, signs and returns to the intern. The company should keep a copy.

Must type items below.

STUDENT CONTACT INFORMATION

Intern _____ Major _____
Intern Email _____ Intern Telephone _____
Internship Course Number _____ Internship Credit Hours Enrolled _____
Exact Start Date _____ Exact End Date _____

COMPANY CONTACT INFORMATION

Company _____
Internship Location _____ Internship Location _____
Street Address _____ City, State Zip _____
Pay Rate _____ Other Benefits _____
Days/Hours to Work _____ Supervisor Name _____ Supervisor Title _____
Supervisor Email _____ Supervisor Telephone _____

I have read the policies on the next page and do hereby agree to comply with the policies outlined.

Intern Signature

Date

Employer Signature

Date

Print Employer Name & Job Title

Internship Program Contacts:

AGREEMENT

1. The student, while enrolled in training, will have the status of intern and will not displace any regular employee.
2. The student intern shall commit to learn as much as the employer can provide in the nature of occupational information, skills, and attitudes.
3. The student intern will consider this training experience as contributing to his/her career objectives and will perform both his/her training responsibilities and academic responsibilities.
4. The student intern shall be subject to all rules and regulations of the employer during the internship and to university policies while enrolled in the internship.
5. The employer, in training the student intern, shall conform to all federal, state, and local laws and regulations.
6. The employer is responsible for assigning the student work activities pertinent to the professional development of the student, which challenge the student to progressively learn, and provide a variety of appropriate tasks that concur with the objectives of the intern's degree program.
7. The employer expects the student intern to be honest, punctual, cooperative, courteous, willing to learn, and fulfill their assigned work commitment.
8. The employer is asked to inform all company employees of their important role in assisting in the training of the student intern.
9. All parties agree to conform to generally accepted, ethical principles.
10. The employer shall determine compensation and training hours in accordance with the Fair Labor Standards Act and/or State Labor Standards.
11. The employer will provide safety instruction to the student intern.
12. Intern absence from work must be reported immediately to the employer. The student shall not be given time off without permission of the employer. The intern will accurately report work hours in the internship journal submitted each week and will document on an hour log to be signed by the employer at the conclusion of the internship.
13. The Internship Instructor will make arrangements to visit the place of employment to confer with the intern and supervisor. If a visit is not possible, a conference call will be scheduled.
14. An evaluation will be completed by the intern and his/her supervisor as part of the internship academic assignments. The evaluation is one of many assignments reviewed in the total evaluation of the student for the purpose of assigning credit.
15. Student interns are not eligible for unemployment insurance benefits incurred during the training period (policy in states other than Nebraska may vary).
16. An intern is considered a "student-in-training" as part of his or her teaching or training by the University and is covered by Section 6.8 of the Bylaws of the Board of Regents of the University of Nebraska.
(<http://nebraska.edu/docs/board/bylaws.pdf>)
17. Employer provides assurance to the University of compliance with nondiscrimination against anyone based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities or employment.
18. The internship experience is typically a 12 week commitment (except Family Studies students). The University recognizes that some employers hire interns as at will employees. Should a circumstance arise where this commitment cannot be fulfilled, the Internship Instructor will be contacted by the student and/or the company.
19. If any problems arise that may cause this training to cease, the Internship Instructor requests consultation with the employer/supervisor prior to dismissal.

Internship Program Contacts:

Janice Woods, Associate Director of CBT Career Center | West Center 119E | woodsje@unk.edu
Brenda Jochum, Associate Director of CBT Career Center | West Center 121E | jochumb@unk.edu