

Internship Agreement

PSY 475 – Internship in Industrial/Organizational Psychology

Purpose

To finalize internship arrangements, review and confirm acceptance of internship policies, and verify contact information.

Student Information:

Intern: _____ Major: _____

Email: _____ Telephone: _____

Company Contact Information:

Company _____

Internship Location, Street Address: _____

Internship Location, City: _____ State: _____ ZIP: _____

Supervisor Name: _____ Supervisor Email: _____

Supervisor Title: _____ Supervisor Telephone: _____

Internship Information:

Exact Start Date: _____ Exact End Date: _____

Pay Rate: _____ Other Benefits: _____

Days/Hours to Work: _____

Acceptance of Policies

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: _____

Employer Name and Job Title (Printed): _____

Academic Internship Policies

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1. The student intern shall commit to learn as much as the employer can provide in the nature of occupational information, skills, and attitudes.
 2. 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.
 3. The employer expects the student intern to be honest, punctual, cooperative, courteous, willing to learn, and fulfill their assigned work commitment.
 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. 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.
 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 is asked to inform all company employees of their important role in assisting in the training of the student intern.
 8. 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.
 9. The student, while enrolled in training, will have the status of intern and will not displace any regular employee.
 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 and Personal Protective Equipment to the student intern.
 12. The employer, in training the student intern, shall conform to all federal, state, and local laws, regulations, and directed health measures.
 13. Employer provides assurance 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.
 14. Student interns are not eligible for unemployment insurance benefits incurred during the training period (policy in states other than Nebraska may vary).
 15. 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.
 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. The internship experience is typically a 12-week commitment (except Family Science 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.
 18. If any problems arise that may cause this training to cease, the Internship Instructor requests consultation with the employer/supervisor prior to dismissal.
 19. All parties agree to conform to generally accepted, ethical principles.
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