



Internship Contract

Internship start date: _____ **Internship End:** _____

Date: _____ **Course #:** _____

Semester _____ / _____ **Total Number of credits:** _____

Work Hours: _____ (*Must work 20 hours per week.*)

Credits for grade: _____ **Credits for Pass/Fail:** _____

Internship Student's Name: _____

Are you a U.S. citizen? Yes ___ No ___

Phone: _____

Email: _____

Major: _____

Anticipated Graduation Date: _____

Supervisor's Name and Title:

Organization: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone number: _____

Email: _____

Paid _____ Unpaid _____



(Educational, professional and/or personal goals. To be developed by the student, employer and faculty member):

A. _____

B. _____

C. _____

STUDENT RESPONSIBILITIES:

- I will fulfill the tasks and responsibilities assigned by my site supervisor and outlined in this learning agreement. I will conduct myself in a professional and ethical manner at all times.
- As an intern with S.P.O.R.T.S. Nonprofit, I will treat all knowledge, information, and material gained through my work assignment so as to protect its confidentiality. I understand that information acquired and compiled in the course of my work assignment is the sole property of S.P.O.R.T.S., and I agree to make no public release of any portion thereof, nor shall I publicly discuss or distribute any information as to compromise its confidentiality.
- I also understand that the awarding of an internship does not guarantee or imply any future employment opportunities with S.P.O.R.T.S.
- I understand my grade will be based, in part, on evaluations by my on-site supervisor and any assignments imposed on me by my faculty internship advisor. It is my responsibility to discuss the **academic assignments** with my internship advisor, who will be a faculty member from the department in which I am receiving credit.
- I will contact the department head and faculty supervisor in a timely manner of any changes to the learning agreement or if any problems ensure that all evaluations are returned to the department by the deadline. I have read, understand and agree to abide by the guidelines described above if awarded an internship with the S.P.O.R.T.S. Nonprofit.

_____ Student signature _____ Date



This agreement must be filled out COMPLETELY, signed and returned to S.P.O.R.T.S. Nonprofit before you start your internship. You are also required to attend a strategic planning meeting with your internship supervisor.

Learning Outcomes of Internship

Please attach a job description or description of tasks and responsibilities to be completed during the internship.

ON-SITE INTERNSHIP SUPERVISOR RESPONSIBILITIES:

- Verify the position and duties meet GVSU Exercise Science internship criteria.
- Comply with all federal and state laws regarding nondiscrimination and sexual harassment.
- Ensure proposed learning outcomes are reasonable expectations for the internship and provide a complete job description to the student and faculty supervisor.
- Provide the student with supervision, training, and the resources necessary to perform assigned tasks.
- Complete any required evaluation of the student at mid-term and upon completion of the internship.
- Immediately notify the GVSU faculty internship supervisor should any problems arise or early termination of the internship becomes necessary.

_____ Supervisor's signature
_____ Printed Name _____ Date



FACULTY INTERNSHIP SUPERVISOR RESPONSIBILITIES:

- Approve the number of credits, work hours, length of internship and proposed learning outcomes and related tasks and responsibilities of the internship.
- Keep in contact with student throughout internship to offer guidance and support.
- Assign the student an academic assignment in conjunction with the internship.
- Submit student's grade based on successful completion of an academic assignment, required hours and the intern's performance as evaluated by the internship site supervisor.

Academic Assignment: _____

Due Date: _____

_____ Faculty Supervisor's
_____ Printed Name _____ Date

STUDENT INTERNSHIP CHECKLIST:

- Submit this original contract plus 1 copy to faculty supervisor **by the deadline**. Provide a copy to your site supervisor as well.
- Attend a strategic planning meeting with internship supervisor prior to the start dates.
- Be sure your internship supervisor completes any required mid-term and final evaluations.
- Complete a time sheet and submit to internship supervisor at the end of every week.
- Complete academic assignment and turn into your faculty supervisor.
- Complete any internship self-evaluation form and submit at the completion of the internship

