 **INTERNSHIP AGREEMENT**  (updated Fall 2020)

This form must be reviewed and completed entirely prior to registering for an internship. To receive credit, students must have a faculty sponsor and have the internship approved by the faculty sponsor (must relate to your major). Internships for credit may only receive credit during the semester in which they are completed and **will not** be backdated. Please print clearly or type all information. Submit the completed form to the Office of Career Services for the final signature **prior** to registering for the internship.

\*\*During the current COVID-19 pandemic, please email the completed document electronically to Career Services: Internship Coordinator, Kristen Stratton ([kms298@pitt.edu](mailto:kms298@pitt.edu)). ALL other signatures must be on the form before Career Services will sign. Signatures can be obtained via in person or through a valid electronic signature (Ex. DocuSign).

\*\*Please be advised of the University of Pittsburgh’s current guidelines and standards around experiential learning: <https://www.policy.pitt.edu/sites/default/files/covid/HCAG.%20Shared%20Spaces%20073020.pdf>

**Employers/Students: In addition to submitting this agreement, we also ask that you include a copy of the internship site’s COVID-19 health & safety policy.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **STUDENT INFORMATION** | | | | | | | | | |
| Student Name  Click here to enter text. | | Student ID  Click here to enter text. | | | | Major  Click here to enter text. | | | |
| Total credits earned (including current semester) Click here to enter text. | | | Credits earned in major  Click here to enter text. | | | | Cumulative QPA  Click here to enter text. | | |
| Phone  Click here to enter text. | | | | | Email  Click here to enter text. | | | | |
| **B.INTERNSHIP INFORMATION** | | | | | | | | | |
| Name of Agency or Company  Click here to enter text. | | | | | | | | | |
| Address  *Internship Format (onsite or remote)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Site Supervisor (name & title)  Click here to enter text. | | | | | | | | | |
| Phone  Click here to enter text. | | Fax  Click here to enter text. | | | | Email  Click here to enter text. | | | |
| **C.REGISTRATION INFORMATION** | | | | | | | | | |
| Department awarding credit  Click here to enter text. | | Faculty Sponsor  Click here to enter text. | | | | | | Number of credits  Click here to enter text. | |
| Dates of Internship  Click here to enter text. | Minimum required total hours  Click here to enter text. | | | Expected hours/week (if known)  Click here to enter text. | | | | | Grading Option (check one)  S/N  Letter Grade |

**D. RESPONSIBILITIES & OUTCOMES**

1. Intern’s primary responsibilities (A description can be attached in lieu of text.): Click here to enter text.

2. Expected learning outcomes: Click here to enter text.

3. Evaluation methodology (academic and internship site if applicable—ex. Evaluation, paper, journal, etc.): Click here to enter text. (over)

**E. REQUIRED SIGNATURES**

I have read the foregoing description of the internship and affirm my agreement to its terms; I agree to abide by and be bound by all policies and procedures of the agency or company at which I will be located during this internship. Additionally, I agree that if I come into contact with information that is nonpublic, confidential or proprietary in nature during the internship, I will hold the same strictly confidential and will not be divulged, disseminated or used in any way by me except in the performance of my internship. I understand that if I violate this agreement, I may be subject to criminal penalties and/or civil liability and penalities.

**\*All parties:** The University of Pittsburgh values the safety and health of all members of the Pitt community and seeks to foster learning environments infused with mutual respect, civility, and dignity. By signing below you also agree that you have reviewed the University’s Title IX Policy: <https://www.greensburg.pitt.edu/student-resources/sexual-violence-awareness-and-assistance>

STUDENT: Date:

SITE SUPERVISOR: Date:

FACULTY SUPERVISOR: Date:

FACULTY EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAREER SERVICES: Date:

\*\***Employers***: Should any questions arise while the student is under your supervision for this learning assignment, please direct them to the Faculty Supervisor. You may also reach out to Career Services. We also advise employers to be familiar with the Fair Labor Standards Act:* [*https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships*](https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships)

*(Consult your individual company/organization’s human resources department with any specific questions).*

When overseeing an intern, consider the information below for guidance in assisting students to gain or enhance their professional skill set:

**The National Association of Colleges and Employers, through a task force of college career services and HR/staffing professionals, has developed a definition, based on extensive research among employers, and identified eight competencies associated with career readiness**.

https://www.greensburg.pitt.edu/sites/default/files/Career-Services/cs-oralwritten.jpghttps://www.greensburg.pitt.edu/sites/default/files/Career-Services/cs-critical-thinking.jpg**Critical Thinking/Problem Solving** - The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

https://www.greensburg.pitt.edu/sites/default/files/Career-Services/cs-teamwork.jpg**Oral/Written Communications** - The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively

**Teamwork/Collaboration** - The individual is able to work within a team structure, and can negotiate and manage conflict

https://www.greensburg.pitt.edu/sites/default/files/Career-Services/cs-digital.jpg

**Digital Technology** - The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership** - The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic** - The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**Career Management** - The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.



**Global/Intercultural Fluency** - The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

*Source: National Association of Colleges and Employers*