

INTERNSHIP AGREEMENT

An internship is a valuable educational and pre-professional opportunity for a student to gain hands on, outside of the classroom experience that relates to one's major, and ideal career path while coinciding with knowledge learned in the classroom.

IMPORTANT: This form must be reviewed by the student and completed entirely **prior** to registering for an internship. To receive credit, students must have a faculty sponsor's approval from their major that oversees internships (must relate to your major & be a new learning experience). Internships for credit may only receive credit during the semester in which the internship is occurring and **will not** be backdated or provided credit retroactively due to supervision and liability.

- Submit via email, or in person by appointment, to the Office of Career Services, Internship Coordinator, Kristen Stratton (kms298@pitt.edu) for final signature **prior** to registering for the internship. **ALL** other signatures must be on the Agreement before Career Services will sign, and document must be fully complete. Signatures can be obtained via in person or through a valid electronic signature (Ex. DocuSign).
- *Students completing internships for academic credit are automatically covered by the University's liability policy & receive faculty supervision.*
- *Students: Summer internships are billed just as summer courses, per credit out of pocket. Fall & Spring internships are billed as a course as per your Financial Aid package within the 12-18 credit tuition cost.*

A. STUDENT INFORMATION

Student Name	Student ID	Major
Total credits earned (including current term)	Credits earned in major	Cumulative GPA
Phone	Email _____ @ _____	

B. INTERNSHIP INFORMATION

Name of Company/Organization	Check one: <input type="checkbox"/> Paid or <input type="checkbox"/> Unpaid /Rate: \$
Address	Check all that apply: <input type="checkbox"/> Onsite <input type="checkbox"/> Remote <input type="checkbox"/> Both
Site Supervisor Name & Title	
Phone	Email _____ @ _____

C. REGISTRATION INFORMATION

Department awarding credit (i.e. major)	Faculty Sponsor	Number of credits
Dates of Internship / / _ / /	Minimum required total hrs.	Expected hours/week (if known)
		Grading Option (check one) <input type="checkbox"/> S/N <input type="checkbox"/> Letter Grade

D. RESPONSIBILITIES & OUTCOMES

1. Intern's primary responsibilities/*what will you be doing?* (A position description may be attached in place of text if you have one):

2. Expected learning outcomes/*what do you hope to learn/gain from this experience:*

3. Evaluation methodology (*academic- Speak with faculty sponsor about assignments & expectations/ex. evaluation, paper, journal, presentation etc., & internship site supervisor if applicable to determine if they complete any type of evaluation/provide feedback*):

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 penalties.

****Pitt-Greensburg Code of Conduct for Interns on page 3. Review and sign.*

STUDENT: _____ Date: _____

SITE SUPERVISOR: _____ Date: _____

FACULTY SUPERVISOR: _____ Date: _____

FACULTY EMAIL: _____@pitt.edu _____

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 listed above. You may also reach out to Career Services. We advise employers to be familiar with the Fair Labor Standards Act: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships> (Consult your individual company/organization's human resources department with any specific questions).

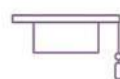
When overseeing an intern, consider the information below for guidance in assisting students to gain or enhance their professional skill set:



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. Career readiness *courtesy of the [National Association of Colleges and Employers](#)* is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management. naceweb.org/career-readiness-competencies

Career Readiness Competencies

There are **eight career readiness competencies**, each of which can be demonstrated in a variety of ways.



Career &
Self-Development



Leadership



Communication



Professionalism



Critical Thinking



Teamwork



Equity & Inclusion



Technology

CODE OF PROFESSIONAL AND ETHICAL CONDUCT FOR STUDENT INTERNS

As a University of Pittsburgh at Greensburg College intern, you represent not just yourself, but the college and your fellow students, both current and future. As a student intern, you are expected to adhere to the internship site's employment/intern policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your internship site when you begin your assignment.

- Your performance while on site as an intern may be evaluated by your supervisor. A copy of your performance evaluation will be kept on file with the Office of Student Life & Success in Career Services. We will also require you to complete an evaluation of your experience at the conclusion of the internship.
- You must keep your Internship Site Supervisor aware of any changes to your contact information (current e-mail address, physical address and telephone number).
- Student interns are required to inform the Internship Site Supervisor of any absences that may occur during the internship period. Any changes in your internship status (cutback in hours, or dismissal) must be reported immediately to the University of Pittsburgh at Greensburg Faculty Sponsor & Internship Coordinator.

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

1. Reporting to your internship on time and maintaining the required work schedule, and timeframe of the internship (this should be discussed prior to starting).
2. Following all rules and policies as required by internship site.
3. Maintaining strict confidentiality regarding information obtained on any client, member, customer, patient, employee, and product or service associated with the internship site.
4. Using appropriate written and oral communication in all interactions with all supervisors, employees, clients and college faculty & staff.
5. Adhering to any confidentiality requirements reviewed by the internship site; along with any safety policies while on site.
6. Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
7. Engaging in positive, ethical, and legal behavior.
8. Accepting responsibility and accountability for decisions and actions taken while at the internship site.
9. Treating all customers, clients, supervisors, and fellow employees with dignity and respect.

I understand and agree with the professional standards of the internship program as listed above. I understand that if any items of the code of conduct are not adhered to, I may be at risk of being terminated from the internship position before all requirements are met.

Name (print): _____

Student ID: _____

Signature: _____

Date: _____

Major: _____

Phone: _____

Email: _____

**Adapted from materials within NACE (National Association of Colleges & Employers)*