

**MARYMOUNT UNIVERSITY  
ACADEMIC INTERNSHIP AGREEMENT**

Marymount University and \_\_\_\_\_ agree to co-operate  
**Company/Organization Name**  
 in providing a student internship experience for \_\_\_\_\_, an undergraduate student  
**Student Name**  
 in good standing at Marymount University. The student will be supervised by a designated faculty member on behalf of Marymount University and by \_\_\_\_\_ on behalf of  
**Internship Site Supervisor**  
 the host organization. The student will be available for service in the organization for a total of \_\_\_\_\_ hours of work for \_\_\_\_\_ academic credits\*, beginning on \_\_\_\_\_ and  
**Start Date**  
 ending \_\_\_\_\_ or upon completion of the required number of hours.  
**End Date**

**Credit Hour Breakdown**

**Note: 3 credits = 120 hours, 6 credits = 240 hours**

The responsibilities of the **Coordinator of Internship Development (CID)** will include:

- a. assisting the student(s) in finding an appropriate internship site;
- b. developing and updating relationships with internship sites and supervisors;
- c. keeping companies/organizations updated with recruiting opportunities.

The responsibilities of the **Academic Internship Mentor (AIM)** will include:

- a. assisting the supervising professional, on request, with identification of appropriate organization assignments for the student(s);
- b. reviewing assignments and evaluations and assigning a grade to student(s) performance in the organization;
- c. conferring periodically with student(s) and supervising professional(s) regarding progress of student(s) in the organization.

The responsibilities of the **Student** will include:

During internship placement, the student will be expected to conduct her/himself in accordance with appropriate standards of the organization, including but not limited to appropriate dress, promptness, effective relationships with supervisor and peers, efficient and accurate performance of assigned duties, and compliance with other workplace policies. The student is also expected to justify and reconcile, at the discretion of the supervisor, any absence either due to illness or other unforeseen circumstances. "If the student does not meet these standards, in the judgment of Marymount University or the Company/Organization, or for any reason where a party to this Agreement believes that continuation of the student in the program is not in the best interests of the program and/or the student, this Agreement may be terminated."

**Additional Student responsibilities include:**

- a. following the syllabus of the designated major;
- b. consulting with the designated AIM before, during, and after the internship;
- c. representing themselves and Marymount University in a professional and courteous manner.

**Student #:** \_\_\_\_\_

The responsibilities of the **Company/Organization** will include:

- a. designating a supervising professional for the student(s);
- b. consideration of student(s) for assignments without regard to sex, age, race, ethnic origin, disability, political, religious or sexual preference;
- c. provision of a written position description describing the duties and responsibilities required for the internship opportunity;
- d. orientation of the student(s) to any legal responsibilities entailed in acting as a representative of the organization;
- e. discussion of opportunities for the student(s) to accomplish the learning objectives.

The responsibilities of the **Internship Site Supervisor** include:

- a. conducting an employment interview to determine goals and abilities of the student(s) and his/her suitability for placement in the organization;
- b. providing the student(s) with a written description of the duties and responsibilities required by the internship;
- c. orienting of the student to the organization's structure, regulations, mission, and expectations for conduct of the student(s) while on-site;
- d. consulting periodically with the student(s) during the internship experience to discuss progress, performance of duties, and further expectations;
- e. completing the evaluation materials supplied by the University and reviewing with the student(s) prior to submission to the Academic Internship Mentor (AIM).

It is expected that the student will be gradually exposed to professional roles through observation, supervised performance, and where the skills of the student(s) warrant, independent performance of professional duties. The principal objective of the internship is to utilize information learned in the classroom in a professional setting. Specific objectives are to be developed cooperatively for each student by the company/organization and the AIM at the beginning of the internship. Academic credit will be granted upon successful completion of the hours specified for internship and submission of all required documents. Site visits by the AIM and/or discussions via telephone between the employer and AIM will occur during the course of the internship. "Marymount University and the company/organization agree that each is responsible for the acts of its own employees and agents, and that they will each hold the other party harmless for and against any actions, suits, damages, liability or other proceedings to the extent that such arise out of the negligence, misconduct, errors, or omissions of their own employees or agents."

### Student Information

**Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Address during internship (include city and state):** \_\_\_\_\_

**Phone Number(s) where you can be reached most easily:** \_\_\_\_\_

**E-mail address (forward your MU e-mail account to this e-mail address):** \_\_\_\_\_

**Major (and Track, if any):** \_\_\_\_\_ **Internship Course Number:** \_\_\_\_\_

**Anticipated Graduation Date:** \_\_\_\_\_

**Emergency Contact Information:** \_\_\_\_\_

Name	Relationship	Phone Number
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### Internship Information

**Academic Internship Mentor Name:** \_\_\_\_\_

**Internship Semester:** FALL / SPRING / SUMMER 20\_\_\_\_ **Internship course#:** \_\_\_\_\_

**Note:** Your academic internship should be designed to begin and be completed during the semester in which you register for the internship.

**Student #:** \_\_\_\_\_

**Internship Organization Details**

**Internship Site Information/Description**

Name of Company/Organization: \_\_\_\_\_

Company/Organization Address (include City & State): \_\_\_\_\_  
\_\_\_\_\_

Company/Organization Web Address): \_\_\_\_\_

Brief Company/Organization Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Internship Site Supervisor Information**

Internship Site Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Description of Internship Duties and Responsibilities**

Brief Description of Internship Responsibilities and Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This agreement may not be terminated nor the terms and conditions altered without the approval of the Marymount University Coordinator of Internship Development.**

\_\_\_\_\_  
Internship Site Supervisor Signature      Date      Student Signature      Date

\_\_\_\_\_  
Academic Internship Mentor/Advisor Signature      Date      Office Phone #

\_\_\_\_\_  
CIC Assistant Director / CIC Director or Dean / Associate Dean Signature      Date

**NOTE To Registrar: This form generates a registration for \_\_\_\_\_ credits. Internship course #: \_\_\_\_\_**

Student #: \_\_\_\_\_

**OFFICIAL USE ONLY**

Copy to:       Student       Employer       Student File       CIC       AIM       Registrar