

Undergraduate Student Internship Agreement (USIA)

I. Student Information

Student Name (include maiden name if applicable): _____ Student ID #: L _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ @LIBERTY.EDU

Major/Program (as officially named on the DCP Audit): _____

International Student (check one): YES NO Have you been convicted of a felony (check one): YES NO

Class Status (check one): Junior Senior Graduation Month/Year: _____ / _____ (e.g., May/2015)

Internship Semester: _____ Course: _____ DMCA 499

Course Credit Hours: _____ Required Work Hours (See online internship handbook): _____

II. Internship Organization Information

Internship Organization: _____

** Internships done with a department/division of Liberty University must include a faculty reference. (Please attach to USIA).*

Organization's Mailing Address: _____

City: _____ State: _____ Zip: _____

Site Supervisor: _____ Title: _____

Phone: _____ Email: _____

Website: _____

Internship Start Date: _____ Internship End Date: _____ Total Agreed Upon Work Hours: _____

Is this position (check one): Unpaid Paid

(If paid, please provide or explain the amount of compensation, gift, stipend, or value of trade):

Is the proposed internship on-site or remote/virtual (check one): On-Site Remote/Virtual

(Remote/Virtual means the intern will be working away from the organization's location for more than 25% of the time, i.e. Work from home. If the internship is remote/virtual, please describe how the intern will be supervised. Additional meetings may be needed between the Internship Advisor/Coordinator, the Intern, and the Site Supervisor):

III. Internship Description & Learning Objectives

Duties/Assignments (job description):

(Together with the site supervisor, identify the student's duties and assignments with the internship organization. Attach additional sheet if needed.)

Learning Objectives:

(Identify **three measurable objectives** that the student should accomplish during the internship. The objectives should indicate skills/knowledge that are specific, realistic, and achievable. The purpose is to show what portions of the student's discipline will be incorporated into the internship.)

IV. Internship Requirements for Students

If accepted into the Liberty University Undergraduate Internship Program, the student will have the opportunity to participate in training and observation within the internship organization in accordance with this Agreement.

PERSONAL CONDUCT – During the internship, the student assumes the role of both employee and student intern. As a representative of the University, the student shall conduct himself/herself with excellence and in a professional manner. The student is at all times bound by the policies of the Liberty Way and the student's agreement to conduct himself/herself in conformity therewith. The student shall also execute the internship duties/assignments to the satisfaction of the internship organization and site supervisor. The student shall uphold high moral values. The policies of the Liberty Way specific to the administration of eight or more points are applicable to the student's internship and that the accrual of 16 or more points may subject the student to immediate dismissal from the internship, as well as disciplinary action from the University in accordance with the Liberty Way.

RELATIONS WITH OTHERS – The Student shall also be subject to the policies of the Liberty Way regarding relations with other interns. If the student should witness what is considered to be a violation of the Liberty Way, it is the student's responsibility to first confront the student and request that the other student report the violation immediately to the Experiential Education Coordinator, and then report the alleged violation and those involved to the Experiential Education Coordinator. If the student fails to report the alleged violation, he/she will be in violation of the Liberty Way and will receive appropriate discipline. If the student has a personal problem with the site supervisor or any other person with whom the student is affiliated as an intern, he/she should try to respectfully resolve it directly with the person involved and then, if necessary, contact the Liberty University Faculty Intern Advisor responsible for the internship or the Experiential Education Coordinator.

OTHER INTERNSHIP POLICIES - The student shall fulfill his/her obligation to the internship organization according to the terms delineated in this agreement and abide by the day to day instructions of the site supervisor. If the student is dismissed by the internship organization because of unprofessional conduct, the internship shall be terminated and the student may receive a failing grade for the course and also be subject to disciplinary action from the University. An internship course may be dropped without academic or financial penalty only in those instances where the University determines that the internship organization or site supervisor has significantly departed from the terms of this Agreement. **The internship course assignments and hours must be started and completed within the semester registered.** The Faculty Intern Advisor will address questions about assignments, credit, or the academic quality of the internship site. The internship fees are assessed according to the current tuition rate per credit hour. The University may assess a late fee if the Student fails to turn in this Agreement before the published deadline for the associated semester when the internship is scheduled to occur. Falsification of any portion of this document will result in immediate dismissal from the Liberty University Internship Program and may result in further disciplinary action from the University.

INDEMNITY –

- **Indemnity.** The undersigned student (or parent(s) and/or legal guardian(s) in the case of a minor student), jointly and severally, hereby agrees to indemnify, defend, and hold harmless, Liberty University and all of its subsidiaries and other related entities, and its and their respective officers, trustees, employees, and insurers (hereinafter jointly referred to as the "Indemnitees") from any and all actual or alleged claims or causes of action by third parties for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney's fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating to the student's participation in the Internship Program, including without limitation, the student's travel to, from and during the internship.
- **Agreements Not Limited by Actions of Liberty University.** The obligations of the student (or parent(s) and/or legal guardian(s) in the case of a minor student) as set forth in the preceding paragraph shall not be limited or reduced in any way by any

losses, damages, property damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the student's illness, injury, and/or death, that arise or result, in whole or in part, from the negligence of, or breach of any express or implied warranty or duty of, Liberty University, or any of its subsidiaries and other related entities, or its or their respective officers, trustees, employees, and insurers.

V. Final Signatures

By signing below, the persons signing agree to be bound by the terms and conditions as expressed in this Agreement.

1. Student Intern: I have read this Agreement carefully before signing it and agree that it contains my entire agreement with LU regarding my participation in the Internship Program. This Agreement shall become effective only upon acceptance by LU of my application for the Internship Program, and shall be governed by the laws of the Commonwealth of Virginia.

Student Signature _____ Date _____

Parent/Legal Guardian (if student is under 18): I am the parent or legal guardian of the Student and have read this Agreement in its entirety and agree to be legally responsible for the obligations and acts of the Student and bound by the terms of this Agreement.

Parent/Legal Guardian Signature (if student is under 18) _____ Date _____

2.

Faculty Internship Advisor Signature (John C. Rost, MFA) _____ Date _____

DRAFT ONLY
DO NOT SUBMIT
USE HANDSHAKE
FOR APPLICATION

Site Supervisor Agreement (SSA)

On behalf of the student intern, _____
Intern Name (Please Print)

The Site Supervisor is an integral part of the Internship Program and is crucial to the student's successful internship experience. The Site Supervisor is the student's most important contact during the duration of the internship and functions as onsite management and primary mentor for the intern. Therefore, there are certain duties required of the Site Supervisor to ensure the internship is beneficial both to the student and the internship organization. The Site Supervisor agrees to the following responsibilities and tasks for the duration of the internship:

- a) Consult with the student and faculty internship advisor in planning internship opportunities and duties that will satisfy the internship requirements and learning objectives;
- b) Brief the student on the internship organization's rules, regulations, policies, and procedures;
- c) Provide a structured schedule to the student intern throughout the internship, ensuring the intern knows what is expected of them at all times;
- d) Routinely provide appropriate oral and written guidance through feedback to the student throughout the internship;
- e) Contact the faculty internship advisor if any problems arise in connection with the internship; (When necessary and invited by the Site Supervisor and/or the intern, the Internship Advisor will function as a liaison between all parties if a difficult situation arises).
- f) Complete a written Mid-Internship Evaluation (form provided) of the student's performance at the midpoint of the internship hours, review the evaluation with the student, and give a copy of the evaluation to the student who will submit the form for credit in the internship class;
- g) Complete a written Final Internship Evaluation (form provided) of the student's performance by the last day of the semester, review the evaluation with the student, and give a copy of the evaluation to the student who will submit the form for credit in the internship class.

The student will provide the Site Supervisor with the evaluation forms prior to the midpoint of the semester and prior to the end of the semester. The Site Supervisor has full freedom to contact the Faculty Internship Advisor at any time with questions, comments, or concerns about the student or the Internship Program.

Faculty Internship Advisor/Internship Coordinator:

John C. Rost, MFA
1971 University Blvd.
Green Hall 1370B
Lynchburg, VA. 24515
434-592-6905
jcrost@liberty.edu

Site Supervisor: I have read and understand the duties and responsibilities of the student intern in the Undergraduate Student Internship Agreement and I concur with the student's duties, assignments, and learning objectives. I have also read and understand the duties and responsibilities contained in the Site Supervisor Agreement regarding the role of the internship organization and the site supervisor in the Internship Program. By signing below, I agree to execute my duties and meet my responsibilities as the Site Supervisor that are set forth in this Agreement in order to help the student satisfy the learning objectives and other requirements of the Undergraduate Student Internship Program.

Site Supervisor Name (Please Print)

Site Supervisor Signature

Date: _____