



Belmont AbbeyTM

COLLEGE

Internship Agreement

Date

Semester

Year

Intern (Print Clearly)

E-Mail (Print Clearly)

Proposed Start Date

Proposed End Date

Address

City

State

ZIP

Phone Number

Class Standing

Graduation Year

Major

Concentration

Internship Faculty Advisor

Organization Name

Internship Supervisor

Title

Address

Phone

Fax

E-Mail

- The Internship agreement is due **prior** to any working hours. Working hours completed before the agreement is approved will not count towards total hours worked.
 - The supervisor and intern should each make a copy of the agreement **before** the original is submitted.
 - Revisions/additions to the agreement may be made by mutual consent of all parties; such revisions shall be documented and filed in the BAC Career Services & Internships Office.
 - Termination from an internship will result in failure of the registered internship course.
 - Student interns must adhere to all employee rules and regulations as dictated by host organization.
 - For a complete copy of Internship Program Policy, please contact BAC Career Services.
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*Career Services & Internships • 100 Belmont-Mt. Holly Road • Phone 704.461-6873
Fax 704.461-6216 • www.belmontabbeycollege.edu*

Learning Agreement: Internship Job Description

The job description is to be determined by the supervisor and must be approved by the Career Services & Internships Office. Please describe the tasks, objectives and or goals of the intern, in as much detail as possible. This will serve as the written agreement between all parties involved. **You may attach a separate sheet for the job description.** Agreement is not valid until approved by the Career Services & Internships Office.

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__ PAID \$ _____ UNPAID ** See below

Credit Hours _____ Total Work Hours Needed to Achieve Credit _____

I have read the agreement and agree to fulfill the duties and responsibilities outlined for the internship and other academic requirements for completion of the internship.

Intern's Signature _____ Date _____

I have discussed the internship with the intern and have negotiated and assigned the work components which are identified above. I agree to act as the intern's supervisor and have expertise and educational or professional background in the field of the experience.

Supervisor's Signature _____ Date _____

APPROVED BY Career Services & Internships Office: _____ Date _____

APPROVED BY Faculty Department Advisor _____ Date _____

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- **Host organization agrees to abide by Fair Labor Standards Act and assume liability for the internship:
 - The internship must be an extension of the classroom: a learning experience for applying knowledge gained in the classroom. It must not be simply to advance the operation of the employer or be the work that a regular employee would routinely perform.
 - The skills and knowledge learned must be transferable to other employment settings.
 - The Internship experience is for the benefit of the intern; The intern does not displace regular employees.
 - There are resources, equipment, and facilities provided by the host employer that supports the learning objectives/goals.
 - There is routine feedback by the experienced supervisor.
 - The intern is not necessarily entitled to a job at the conclusion of the internship;
 - The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship