Cover Sheet for Internship Proposal/Contract

Instructions: (Read this carefully!) This cover sheet must be attached to the Internship Proposal. Please address the following questions:

- Describe the internship organization and the internship supervisor. That is, what does this organization do and how is your supervisor qualified to supervise your internship?
- Carefully describe the duties and activities that you expect to perform in the internship. This should be developed in consultation with your on-site internship supervisor. How many hours per week will you work and how many weeks will the internship last?
- What do you hope to learn from the internship experience?
- What personal or professional skills do you hope to develop?
- How will the internship help you prepare for your future career?

**You may use bullet-format or paragraph format and this may be anywhere from ¾-2 pages in length. It will not be graded, but it will be screened for internship-appropriate writing skills.**

Radford University Internship Agreement

School of Communication: Concentration: ____PR _____Advertising Other:_____

Date_____ Academic Adviser in School of Comm:_____

Domestic: City/State _____ OR International: Country of _____

Course Term Year_____ Course Prefix & No: COMS 499_____

Course Title: Internship_____ Minimum Total Hours Required at Internship Site_____

Number of Semester Credit :Hours_____ A-F____X__ P/F_____

Student Intern Information

Name_____ ID#_____ Cumulative GPA_____

Address_____

E-mail_____ Phone_____ _____

Emergency Contact_____Relation to Student_____ Phone_____

**University Faculty Internship Supervisor Contact**

Name: (Betty Kennan OR Kevin Bowers
(please circle)

704 Fairfax/RU Box 6932 Radford, VA 24042

Fax: 540-831-5883

E-mail bkennan@radford.edu

Phone: 540-641-3754

**Agency Internship Supervisor Contact**

Agency Name_____

Agency Supervior Name and Title:

_____

Address_____

_____

Phone_____ Fax_____

E-mail_____

***International Internships Only:** International internships must be certified by the International Education Center (IEC). Students must complete required paperwork, purchase international health and accident insurance as required, and pay an administrative fee. (IEC Certification must be attached)

**A. STUDENT INTERN**

Throughout the duration of this Agreement, the Student Intern will be responsible for:

1. **Understanding** that he/she must follow all internship policies and procedures specified by his/her individual college and/or department,
2. **Understanding** that he/she must perform duties and tasks punctually. He/she has only the privileges allowed the regular employees of the agency and must not ask the Agency for or take time off from work for any university requirements without first obtaining the consent of the Faculty Internship Supervisor and the Agency. Student Interns will now be allowed to take academic work for credit that conflicts with the regularly scheduled work hours of the internship;
3. **Understanding** that the Agency retains overall supervisory responsibility for and authority over Student Intern's work effects and over all operational matters, and that Agency will maintain administrative and professional supervision of Student Intern at all times while Student Intern is present at the Agency. If Student Intern has any questions or concerns regarding Agency policies and procedures, the conduct of the program, Student Intern's duties in the program, or any other issues related to Student Intern's presence at Agency, Student Intern will consult with his or her Agency Internship Supervisor or other supervisor at Agency. Student Intern agrees to work cooperatively with Agency staff to maintain an environment of quality learning;
4. **Understanding** that he/she will not publish or permit others to publish any materials relative to any internship, which materials have not been previously reviewed and approved for publication by both the Agency Internship Supervisor and the University Faculty Internship Supervisor;
5. **Understanding** that his or her opportunity to participate in an internship at the Agency is that the discretion of the University and at the ultimate discretion of the Agency, and that either – University or Agency may, upon written notice to Student Intern and to the other party, immediately withdraw Student Intern at any time from an internship based upon any criminal or fraudulent activity on the part of the Student Intern, perceived lack of competency on the part of the Student Intern, Student Intern's failure to comply with the rules and policies of the University or Agency, Student Intern's failure to comply with the terms and conditions of this Agreement, or for any reason for which either the University of Agency reasonably believes it is not in the best interest of the program for the Student Intern to continue. The Student Intern may also be subject to disciplinary action, which could result in suspension from the university in addition to failure in the course;
6. **Understanding** that tasks performed by Student Interns are part of a planned and scheduled program of work and that absence from work necessities re-planning and rescheduling of work expected of that Student Intern. Therefore, in case of sickness or other emergency that necessities that Student Intern's absence from work, the Agency Internship Supervisor should be notified as early as possible. A Student Intern may not leave the internship without prior approval of the University Faculty Internship Supervisor and the Agency. Student Interns are subject to the University policies regarding class;
7. **Understanding** that if it becomes necessary to withdraw from the internship the Student Intern will be subject to the university policies regarding course and university withdrawals;
8. **Understanding** that in the event that he/she is receiving financial compensation for the internship, it is understood that during the period of the internship, the Student Intern is to give primary concern to the accomplishment of the internship objectives and secondary concern to his/her status as a paid Student Intern. Any Student Intern who is terminated must notify the Faculty Internship Supervisor immediately;
9. **Understanding** that there may be professional fees associated with the internship and that the Student Intern will be informed of those fees by the Agency prior to the confirmation of the internship;
10. **Understanding** that this agreement is not to be construed as an employment contract or promise for future employment.

**B. UNIVERSITY**

Throughout the duration of this Agreement, Radford University will be responsible for:

1. Reviewing and evaluating the proposed objectives of each individual Student Intern as they relate to the internship position description supplied by Agency;
2. Providing the following documentation for each Student Intern: *College/Departmental Requirements, Student Learning Objectives, and Student Evaluation Criteria;*
3. Evaluating the Student Intern's progress;
4. Assigning the Student Intern's grade for the internship after receiving input from the Agency;
5. Addressing Agency concerns or problems related to the administration of the internship program as a whole, or of an individual Student Intern.

**C. AGENCY**

Throughout the duration of this Agreement, the Agency will be responsible for:

1. Providing a job description(s) to be used by the University Faculty Internship Supervisor (s) and Student Intern (s) to determine appropriateness of the internship;
2. Providing the Student Intern with periodic assessment of progress and a written evaluation of the Student Intern no later the last week of the internship;
3. Providing the Student Intern with adequate information and instruction of safe, effective function in the workplace;
4. Making the final selection of Student Interns in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statues;
5. Furnishing the University with the name of a specific person within the Agency to serve as a point of contact of liaison, communications, etc. (this may be specific for each Student Intern or a single individual for all Student Interns);
6. Abiding by state and federal laws applicable to employment; and,
7. Agreeing to receive no remuneration for this program.

**D. INSURANCE VERIFICATION / PERSONAL INJURY STATEMENT**

Does Student Intern have personal health insurance (individually purchased, through parents or through an employer)?

*Note: Some Internship sites require a Student Intern to have health insurance coverage.* Check appropriate response:

_____ Yes

_____ No, I do not have personal health insurance. I understand any medical care, including emergency care,
might receive will be my sole expense and responsibility.

_____ (Student Intern initials)

2. Radford University students who are engaged in internships under the teaching supervision of University faculty, whether on or off campus are protected by are protected from tort liability (including medical malpractice) through a program of self-insurance under the Commonwealth Risk Management Plan. The self-insurance program with set coverage limits is authored in § 2.2-1837, 2.2-1838, 2.2-1839 and 8.01-195.5 and 8.01-195.6 of the *Code of Virginia* and administered by the Department of the Treasury, Division of Risk Management. This coverage extends to those students who act within the scope of their approved course internship activities. Activities outside the approve scope and acts of negligence are not covered.

**Radford University Internship Contract**

1. Personal Injury Statement: I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency name above.

This Agreement is entered into this _____ day of _____,20_____, between_____

(name of Agency), hereinafter called the "the Agency",_____ the "student Intern",

and Commonwealth of Virginia, Radford University, also called the "University."

**D. TERMS OF AGREEMENT**

1. This Agreement becomes effective on the date of acceptance and signature by the University, the Student Intern, and the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not affect a Student Intern currently serving in an internship position.

This Agreement shall be in effect for the following period: **Begin** _____ **End Date:**_____

2. This Agreement is not to be constructed as an employment contract or promise of future employment.

**3.** This Agreement shall remain in effect beyond the end date specified above if the Student Intern is unable to complete the required hours by the end date and the University and the Agency agree that the Student Intern may complete the required hours after the end date.

**E. STATEMENT OF EQUAL OPPORTUNITY**

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries about this policy may be directed to the Executive Director of Human Resources, 600 Tyler Avenue. Telephone: voice (540) 831-5008; hearing impaired (540) 831-5128.
Agency certifies that it is an equal opportunity employer by signing below.

**SIGNATURES**

WITNESSTH that the Internship Agency, the University, and the Student Intern in consideration of mutual covenants, promises

and agreement herein contained, agree to the provisions as stated.

Student Intern_____ Date:_____

Agency Representative_____ Date:_____

University Faculty Internship Supervisor_____ Date:_____

Department Chair or Department Academic Internship Coordinator_____ Date:_____

(Under Signature delegated authority of Director, Procurement & Contracts)