

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 $\frac{3}{4}$ -2 pages in length. It will not be graded, but it will be screened for internship-appropriate writing skills.

Notes for the next pages:

- 1 credit hour = 40 hours on the job.
"Standard" internship = 3 credits = 120 hours @ work
You may register for up to 6 credits (total) of COMS 499. This should be determined by your degree planning w/ your adviser.
- The attached contract contains 4 pages.

RADFORD UNIVERSITY INTERNSHIP AGREEMENT

COLLEGE/DEPARTMENT: <u>School of Communication</u>		DATE: _____
DOMESTIC (WITHIN U.S.) INTERNSHIP: <input checked="" type="checkbox"/>	City/State of Internship: _____	
INTERNATIONAL INTERNSHIP*: _____	Country of Internship: _____	
COURSE TERM/YEAR: _____	Course Prefix & No.: <u>COMS 499</u>	
Course Title: <u>Internship</u>	Minimum Total Hours Required: _____ Semester Credit Hours: _____	
Grade: A- F: <input checked="" type="checkbox"/> P/F: _____		

STUDENT INTERN INFORMATION

Name: _____ ID#: _____ Cumulative GPA: _____
 Address: _____
 E-mail: _____ Phone: _____
 Emergency Contact: _____ Relation to Student: _____ Phone: _____

<i>University Faculty Internship Supervisor Contact</i>	<i>Agency Internship Supervisor Contact</i>
Name: <u>Betty Kennan</u>	Agency Name: _____
Address: <u>School of Comm, RU Box 6932 Radford University, Radford, VA</u>	Address: _____
Phone: <u>540-641-3754</u> <u>24142</u>	Agency Supervisor Name and Title: _____
Fax: <u>540-831-5883</u>	Address _____
E-mail: <u>bkennan@radford.edu</u>	Phone: _____ Fax: _____
	E-mail: _____

This Agreement is entered into this _____ day of _____, 20____, between _____ (name of Agency), hereinafter called the "Agency", _____ the "Student Intern", and Commonwealth of Virginia, Radford University, hereinafter called the "University".

***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. Prior to requesting the Agency to take time off from work for any university requirements, the Student Intern must first obtain the consent of the Faculty Internship Supervisor. Student Interns will not 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 at 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

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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 or 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. Any Student Intern who is terminated must notify the Faculty Internship Supervisor immediately;

6. **Understanding** that tasks performed by Student Interns are part of a planned and scheduled program of work and that absence from work necessitates re-planning and rescheduling of work expected of that Student Intern. Therefore, in case of sickness or other emergency that necessitates the 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 internship objectives and secondary concern to his/her status as a paid Student Intern;
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 of 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 the 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 than the last week of the internship;
3. Providing the Student Intern with adequate information and instruction of safe, effective functioning in the workplace;
4. Making the final selection of Student Interns in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statutes;
5. Furnishing the University with the name of a specific person within the Agency to serve as a point of contact for 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

1. 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 that any medical care, including emergency care, I 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 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 authorized in § 2.2-1837, 2.2-

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1838, 2.2-1839 and 8.01-195.4, 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 approved scope and acts of negligence are not covered.

- 3. Personal Injury Statement: I acknowledge the benefits received from my experience as a Student Intern and in consideration thereof, 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 named above.

E. 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 Date: _____ End Date: _____

- 2. This Agreement is not to be construed 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.

F. 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)

G. FORM DISTRIBUTION

- 1. Changes to this document are not allowed without prior authorization from Radford University Director of Procurement & Contracts.
- 2. Original of this completed form will be given to Radford University Registrar (POB 6904)
- 3. Copies of this completed form will be given to Radford University Academic Department or College, University Faculty Internship Supervisor, the Department of Procurement & Contracts (POB 6885), Student Intern, and Agency.

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INTERNSHIP AGREEMENT PROCEDURES [ID PC-004-IA]

EFFECTIVE JULY 2013

PROCEDURES AND DISTRIBUTION OF INTERNSHIP AGREEMENT:

- A. ANY CHANGES TO THE OFFICE OF ATTORNEY GENERAL (OAG) APPROVED RADFORD UNIVERSITY INTERNSHIP AGREEMENT MUST RECEIVE PRIOR APPROVAL BY THE DIRECTOR OF PROCUREMENT AND CONTRACTS, OR DESIGNEE, BEFORE PROCEEDING TO NEXT STEP. CONTACT PROCUREMENT AND CONTRACTS (540) 831-5419.
- B. ACADEMIC AREA (COLLEGE/DEPARTMENT) PROVIDES INTERNSHIP AGREEMENT TO STUDENT INTERN
- 1) STUDENT INTERN COMPLETES INTERNSHIP AGREEMENT
 - 2) STUDENT INTERN OBTAINS APPROVAL FROM ACADEMIC AREA TO SEEK APPROVAL OF THE AGENCY
 - 3) STUDENT INTERN SIGNS INTERNSHIP AGREEMENT
 - 4) STUDENT INTERN OBTAINS SIGNATURE OF AGENCY REPRESENTATIVE
 - 5) STUDENT INTERN RETURNS COMPLETED INTERNSHIP AGREEMENT TO ACADEMIC AREA (COLLEGE/DEPARTMENT)
 - 6) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR SIGNS INTERNSHIP AGREEMENT
 - 7) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR SENDS INTERNSHIP AGREEMENT TO DEPARTMENT CHAIR OR DEPARTMENT ACADEMIC INTERNSHIP COORDINATOR TO SIGN
 - 8) DEPARTMENT CHAIR OR DEPARTMENT ACADEMIC INTERNSHIP COORDINATOR SIGNS INTERNSHIP AGREEMENT THEN RETURNS ORIGINAL TO UNIVERSITY FACULTY INTERNSHIP SUPERVISOR
 - 9) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR:
 - a) - REGISTERS STUDENT INTERN FOR COURSE ,
- PROVIDES STUDENT INTERN WITH A COPY OF INTERNSHIP AGREEMENT,
- RETAINS A COPY OF THE INTERNSHIP AGREEMENT, AND
- SENDS ORIGINAL INTERNSHIP AGREEMENT TO REGISTRAR'S OFFICE (POB 6904);
OR,
 - b) - RETAINS A COPY OF THE INTERNSHIP AGREEMENT
- GIVES ORIGINAL TO STUDENT INTERN
- STUDENT INTERN TAKES ORIGINAL INTERNSHIP AGREEMENT TO REGISTRAR'S OFFICE TO REGISTER FOR COURSE,
 - c) SENDS A COPY OF THE INTERNSHIP AGREEMENT TO PROCUREMENT AND CONTRACTS (POB 6885)
 - 10) REGISTRARS OFFICE RETAINS ORIGINAL DOCUMENT
 - 11) PROCUREMENT AND CONTRACTS ENTERS INFORMATION IN COBBLESTONE: FILE NAME: IA-FY__-[AGENCY]
- C. REFERENCE:
PROCEDURE ID: PC-004-IA
MEMORANDUM FOR THE RECORD: AUTHORITY TO CONTRACT DATED JULY 1 2013