INTERNSHIP LEARNING AGREEMENT FORM
PLEASE READ ALL SECTIONS OF THIS PAGE BEFORE COMPLETING THE FORM

Student Responsibilities While On Assignment:

- Student shall participate in an Organization orientation, including the processes and techniques for maintaining the safety of the workplace.
- Student shall abide by all rules and regulations established by the worksite supervisor, as well as the Organization's policies and procedures.
- Student shall be in attendance at the worksite whenever scheduled to work. If the student must be absent due to illness or family emergency, the student is required to report the needed absence to the site supervisor as soon as possible. Further, the student must report the absence to the Instructor of Record, if required by that department. Students are also expected to be "on-time" for work and prompt in completing assigned tasks.
- Student will not borrow or "burn" copies of company/agency software, CD's, or any resource materials without documented permission of the worksite supervisor. Further any student involved with the taking or using of any hardware/software/resource without the documented permission of the organization will be removed from the program.
- Student is responsible for reporting to the Instructor of Record the assignment of tasks which differ significantly from the duties and responsibilities outlined in the Internship Learning Agreement.
- Student shall maintain at student's expense sufficient insurance to cover him/her during the internship.
- If student is using a personal vehicle for personal transportation to and from the worksite, Samford shall not be liable for personal injury or property damage which may result from such use. Student agrees to rely solely on student's personal vehicle insurance.
- Samford shall have no responsibility for personal injury which either the student, any employee of the Organization, or any other person or entity may incur during the course of, or as a result of, the internship.
- Student shall contact the Instructor of Record should issues of sexual harassment or other internship-related grievance issues arise.
- Student will not file for unemployment compensation benefits upon the completion of the internship.

Organization Responsibilities:

- The Organization will designate a worksite supervisor to oversee the duties and responsibilities of the intern/student. The worksite supervisor will be responsible for communicating the Organization's expectations to the student.
- The Organization will provide the student with an orientation to the Organization's policies and procedures, including workplace safety rules and regulations.
- The student will not be asked or permitted to use any computer program or software for which the Organization does not hold a license for use.
- The worksite supervisor or other Organization representative will promptly report to the Instructor of Record all incidents of inappropriate behavior by the student including, but not limited to, continued safety violations, excessive absences, violations of software/hardware licenses, or violations of Organization policies so that appropriate action may be taken by the Instructor of Record.
- The worksite supervisor shall complete and return in a timely manner an evaluation of the student's performance that will be delivered by the student's Instructor of Record.
- The Organization will obey all local, state, and federal laws and waives all claims against the student, Samford University, and its faculty, employees, and agents arising from or pertaining to the student or the internship.
- Employees and other agents of the Organization will not harass or discriminate against a student. Should a complaint of harassment be made against an Organization, Samford University will investigate the complaint immediately and reserves the right to disallow any future participation of the Organization in any activities sponsored by the university.

Instructions for Completing the Student Internship Learning Agreement:

- The form may be completed by typing the requested information in each form field area (gray shaded areas).
- Please complete **ALL** sections before requesting signatures from each party.
- If the internship will be completed abroad (internationally), the student **MUST** meet with a representative of the Global Engagement Office (GEO) and obtain the signature of such representative on this document. The GEO may be reached at 205-726-2741 and is located in Brooks Hall 221.
- Submit a copy of the completed and signed Internship Learning Agreement to your Instructor of Record prior to the end of Drop/Add.

Internship Learning Agreement Form
Samford University
Please complete ALL sections

Student Information:

Student Name:		Student ID:	
Major:	Class Status: ☐ Sophomore ☐ Junior ☐ Senior	Email:	@samford.edu
Street Address:			
City:	State:	Zip:	
Phone Number:	Semester to Intern: ☐ Fall ☐ Spring ☐ Summer	Year:	
Internship Course Number:	Number of Credit Hours:	Is this an international internship? ☐ Yes ☐ No	

Internship Site Information:

Organization Name:		
Internship Worksite Address :		
City:	State:	Zip:
Site Supervisor Name:		Phone Number:
Email:	This internship is: ☐ Unpaid ☐ Paid -- Amount per hour: $	(optional)

Instructor of Record Information:

Faculty Internship Advisor Name:	
Email: @samford.edu	Office Phone Number:

Student's Duties and Responsibilities While on the Worksite: *attach separate page if extra space is needed

As an outcome of participating in this program and performing the above duties/responsibilities, what are your expected learning outcomes?

The Instructor of Record reserves the right to set additional requirements in conjunction with this worksite program, such as additional readings, journals, written assignments, etc. It is the responsibility of the student to meet with a designated faculty member (usually the Instructor of Record) to determine policies, procedures, assignments, and evaluative measures, if any.

NOTE: ***Affixing your signature below indicates you have reviewed the Student and Organization Statement of responsibilities, the information is above is correct and you agree to adhere to these terms.***

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Instructor of Record: _____ Date: _____

Center for Global Engagement: _____ Date: _____ *only for international internships