



INTERNSHIP PROGRAM CONTRACT

Please carefully read the Greensboro College Internship Program Guide for Students before you begin the process of completing the contract and registering for your internship. There are also separate Guides for your Faculty Supervisor and your Site Supervisor. Please complete each step:

Step 1 Verification by Registrar's Office: GPA _____ Classification _____ Signature/Date _____

Step 2 Meet with a staff member in Career Exploration to discuss the internship application process, finalize a resume, discuss plans after graduation and to be sure you have a clear understanding of how to maximize your internship.

Step 3 Secure a faculty supervisor who teaches in the academic department in which this internship will be counted for credit; some academic departments have a designated faculty member each semester who handles internships.

Step 4 Register for your internship; ***be aware that you will be charged a fee of \$150 for participating in an internship unless your internship is required for your academic major.***

STUDENT INFORMATION

Full Name _____ Student ID _____

GC Email _____ Additional Email _____

Campus box # or Complete **Local** Address (include apartment #) _____

City _____ State _____ Zip Code _____

Cell Phone w/Area Code _____ Other Phone w/Area Code _____

Major(s) _____ Minor(s) _____

Student's Signature _____ **Date** _____

INTERNSHIP SITE, LEARNING GOALS, ACADEMIC ASSIGNMENTS

Name of Site/Organization _____

Complete Mailing Address _____

Organization's Website _____ Organization's Phone # _____

Name of Site Supervisor _____ Department/Title _____

Site Supervisor's Email _____ Direct Phone and/or Cell Phone _____

Site Supervisor's Signature _____ **Date** _____

REGISTRATION SPECIFICS

Term: Fall semester _____ Spring semester _____ Summer _____ Year _____

Date Begins _____ Date Ends _____

Hours Student Will Work (circle one) : 45 hours = 1 Credit 90 hours = 2 Credits 135 hours = 3 Credits

180 hours = 4 Credits Other: _____

Students must **work 3 clock hours per week for each credit hour earned**. For a 4 credit internship, students must work a total of 180 clock hours - 12 hours per week for the 15 week semester during fall/spring. During a summer internship, you may register for the internship for session 1 and carry it over to session 2 thus giving you 10 weeks of 18 hours each to fulfill your hours requirement.

Course: (Dept such as ATH, KIN, ACC, etc) _____ 3800 Internship Hours: _____

General Description of Internship _____

Specific Learning Goals - determined collaboratively with faculty supervisor

1. _____
2. _____
3. _____
4. _____

Academic Assignments - determined by faculty supervisor; assignments should be submitted to faculty supervisor

1. Journal/Blog _____ Due Date _____ Faculty Initials _____
2. Assigned Reading _____ Due Date _____ Faculty Initials _____
3. Project(s) or alternative assignment(s) _____
_____ Due Date _____ Faculty Initials _____
4. Written Summary _____ Due Date _____ Faculty Initials _____
5. Oral Presentation _____ Due Date _____ Faculty Initials _____

FACULTY SUPERVISOR

Faculty Supervisor's Printed Name _____ Campus Ext. _____
Faculty Supervisor's GC Email _____ Alternate Phone _____
Faculty Supervisor's Signature _____ Date _____

ADDITIONAL APPROVAL/SIGNATURES

Department Chair _____ Date _____
Academic Advisor _____ Date _____
Career Exploration and Development _____ Date _____
Dean of the Faculty _____ Date _____

REGISTRAR'S OFFICE

Is contract complete with assignments, goals, signatures, etc.? If so, process for dean of faculty signature; if not, return to student.

_____ to Dean of Faculty _____ to Student Date: _____ Completed Contract Rec'd _____

Is internship REQUIRED for major? _____ If so, be sure ISFEE is set in course/section prior to registration.

Setup: Course _____ Section _____ Hours _____ Instructor _____ Fee \$ _____ Register student

Process complete: Copy of contract to: student, faculty supervisor, career exploration, and advisor. Original to student file.

Completed: Date _____ By _____