

INTERNSHIP AGREEMENT

***An internship is a valuable educational and professional opportunity for a student to gain hands on, outside of the classroom*

This form must be reviewed and completed entirely prior to registering for an internship. To receive credit, students must have a faculty sponsor, and have the internship approved by the faculty sponsor (must relate to your major). Internships for credit may only receive credit during the semester in which they are completed, and **will not** be backdated.

- Submit via email, or in person by appointment, to the Office of Career Services, Internship Coordinator, Kristen Stratton (kms298@pitt.edu) for the final signature **prior** to registering for the internship. **ALL** other signatures must be on the form before Career Services will sign, and the form must be fully complete. Signatures can be obtained via in person or through a valid electronic signature (Ex. DocuSign).

**Students completing internships for academic credit are automatically covered by the University's liability policy & receive faculty supervision.*

**Students: Summer internships are billed just as summer courses, per credit out of pocket. Fall & Spring are billed as a course as per your Financial Aid package within the 12-18 credit tuition cost.*

experience that relates to their major, and ideal career path while coinciding with what has been learned in the classroom.

A. STUDENT INFORMATION		
Student Name	Student ID	Major
Total credits earned (including current term)	Credits earned in major	Cumulative QPA
Phone	Email	

B. INTERNSHIP INFORMATION	
Name of Agency or Company	Check one: <input type="checkbox"/> Paid or <input type="checkbox"/> Unpaid /Rate: \$
Address	Check all that apply: <input type="checkbox"/> Onsite <input type="checkbox"/> Remote <input type="checkbox"/> Both
Site Supervisor Name & Title	
Phone	Email

C. REGISTRATION INFORMATION			
Department awarding credit (i.e. major)	Faculty Sponsor		Number of credits
Dates of Internship	Minimum required total hrs.	Expected hours/week (if known)	Grading Option (check one) <input type="checkbox"/> S/N <input type="checkbox"/> Letter Grade

D. RESPONSIBILITIES & OUTCOMES

1. Intern's primary responsibilities/*what will you be doing?* (A description can be attached in lieu of text.):

2. Expected learning outcomes/*what do you hope to learn/gain from this experience:*

3. Evaluation methodology (academic and internship site if applicable—ex. Evaluation, paper, journal, presentation etc.):

E. REQUIRED SIGNATURES

I have read the foregoing description of the internship and affirm my agreement to its terms; I agree to abide by and be bound by all policies and procedures of the agency or company at which I will be located during this internship. Additionally, I agree that if I come into contact with information that is nonpublic, confidential or proprietary in nature during the internship, I will hold the same strictly confidential and will not be divulged, disseminated or used in any way by me except in the performance of my internship. I understand that if I violate this agreement, I may be subject to criminal penalties and/or civil liability and penalties.

***All parties:** The University of Pittsburgh values the safety and health of all members of the Pitt community and seeks to foster learning environments infused with mutual respect, civility, and dignity. By signing below you also agree that you have reviewed the University’s Title IX Policy: <https://www.greensburg.pitt.edu/student-resources/sexual-violence-awareness-and-assistance>

STUDENT: _____ Date: _____

SITE SUPERVISOR: _____ Date: _____

FACULTY SUPERVISOR: _____ Date: _____

FACULTY EMAIL: _____

CAREER SERVICES: _____ Date: _____

****Employers:** *Should any questions arise while the student is under your supervision for this learning assignment, please direct them to the Faculty Supervisor. You may also reach out to Career Services. We advise employers to be familiar with the:*

Fair Labor Standards Act: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

(Consult your individual company/organization’s human resources department with any specific questions).

When overseeing an intern, consider the information below for guidance in assisting students to gain or enhance their professional skill set:



The National Association of Colleges and Employers, through a task force of college career services and HR/staffing professionals, has developed a definition, based on extensive research among employers, and identified eight competencies associated with career readiness: naceweb.org/career-readiness-competencies

Career & Self Development: Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.

Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.