

IUPUI Department of English Internship Employer Agreement Form

***Please submit this form via e-mail to hhaas@iupui.edu**

1. Company/organization name:
2. Address:
3. Intern supervisor name:
4. Intern supervisor title:
5. E-mail:
6. Phone:
7. Intern name:
8. Intern start date:
9. Intern completion date:
10. Total number of hours the intern will work (50, 100, or 150 hours):
11. Number of hours the intern will work per week (generally 3, 6, or 10 hours per week):
12. Will the student be new to your organization?
13. If the student is already employed at your agency or has been previously employed by your agency, how long has he/she worked there and in what capacity?

Internships Objectives and Student Learning Outcomes

To receive college credit for an English internship position, the student must have a GPA of 3.0 or higher and have completed at least 60 credit hours of college courses prior to the internship semester. The learning experiences provided by that internship should also support the following educational goals:

- **Practical Application of Classroom Knowledge**—The student will develop his or her understanding of how skills learned in the classroom can be applied in a professional environment.
- **Development of Professional Skills**—The internship experience should provide the student the opportunity to demonstrate critical thinking, problem solving abilities, and persuasive professional communication skills. Interaction with and observation of professionals with varied backgrounds and experience should help the student assess his or her strengths and areas for improvement and develop skills essential to the profession. No more than ten percent of a student's daily work should be composed of general office tasks such as filing, making copies, answering phones, etc., when enrolled in a for-credit internship.
- **Development of Career Goals**—The internship experience will help the student make more informed decisions regarding further education, career paths, work environments, required competencies, personal goals, and company fit.

Intern Duties

If a job description for the internship was written, please include it here:

Also, please outline the interns' responsibilities and percentage of daily effort.

Major Responsibility 1 (% of effort):

Major Responsibility 2 (% of effort):

Major Responsibility 3 (% of effort):

Minor Responsibilities (% of effort):

* Please note that no more than ten percent of a student's daily work should be composed of general office tasks such as filing, making copies, or answering phones when enrolled in a for-credit internship.

Employer Acknowledgement

In signing this document, the employer agrees to:

- Support the internship objectives and student learning outcomes above
- Provide a safe and healthful work environment
- Outline policies and expectations regarding attendance, dress code, client confidentiality, etc.
- Support the student in completing tasks and provide constructive feedback
- Contact the internship coordinator prior to early termination of the internship
- Complete a midterm and final evaluation of the student's work

Student Acknowledgement

In accepting an internship and registering to receive credit, the student has agreed to:

- Adhere to all employer policies (attendance, dress code, client confidentiality, etc.)
- Meet the internship objectives and student learning outcomes
- Notify the internship coordinator if there are any changes in position, major responsibilities, etc. over the course of the internship
- Contact the internship coordinator and the faculty advisor prior to early termination of the internship
- Perform internship duties to the best of his or her abilities with the understanding that the employer is under no obligation to hire an intern upon graduation, nor is an intern obligated to work for the employer beyond the term of the internship

- Complete all coursework for the internship including, but not limited to:
 - Internship application form, employer agreement, and waiver
 - Videoconference with the English Department’s internship coordinator
 - Weekly progress updates detailing duties and learning
 - Midterm evaluation
 - Reflective essay
 - Final evaluation

Department of English Acknowledgement

The Department of English agrees to:

- Provide guidance to both the student and the employer in supporting the internship objectives and student learning outcomes
- Review and discuss the internship application with the student prior to granting approval to register for credit

On occasion, the English Department is approached by the media or IUPUI administrative offices regarding interviews with current or past internship employers. Would you welcome these requests and be willing to allow the internship coordinator to share your contact information with the media or IUPUI administration? ___ Yes ___ No

Intern Supervisor Signature: (E-mailing this document from an e-mail address that clearly identifies you as the sender may serve as your signature)

Date:

Hannah Haas
English Department Internship Coordinator
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(317) 278-8582

*Please submit all forms via e-mail.