

I. LYNCHBURG COLLEGE INTERNSHIP CONTRACT - REGISTRATION



To officially register and receive credit, this contract must be completed and filed *before* the internship begins.

Intern Name _____ Class _____ Major _____ SS# _____
Address _____ LC Box # _____ Phone _____ Email _____
Work Site _____ Phone _____
Site Supervisor _____ Title _____
Work Site Address _____
(Building or Suite and Street, City, State and Zip)
Academic Program Granting Credit _____ Course No. _____ No. of Credits _____
Year _____ Semester: Fall _____ Winter _____ Spring _____ Summer _____
Faculty Supervisor _____ Advisor (if different) _____

A maximum of 6 credit hours may count toward the major, and a total of 12 hours may count toward degree requirements.

To Be Completed By Site Supervisor And Reviewed By Faculty Supervisor:

Intern's Job Title _____ Beginning Date _____ Ending Date _____
Brief Description of Intern's Duties & Responsibilities: _____

Internship Hours: Minimum # Per Week _____ Per Semester _____ Pay and/or Stipend (if any) _____

Faculty Supervisor Responsibilities include (faculty supervisor please check appropriate choices):

Visit internship site (# of planned visits _____) Meet regularly with intern (# of planned meetings _____)
 Will provide on-site professional training Communicate (telephone/e-mail) regularly with site supervisor (# of contacts _____)

Student Intern Responsibilities (faculty supervisor please check appropriate choices):

Write a journal reflecting internship experiences Complete an internship project assigned by faculty supervisor
 Write a final paper reflecting internship experiences Meet with faculty supervisor regularly (# of planned meetings _____)
 Deliver a presentation reflecting internship experiences Other _____

The following signatures indicate approval of this internship as a legitimate learning experience, and successful completion will result in the award of academic credit. Academic requirements are to be established and agreed upon by all parties concerned. Final approval by the Internship Coordinator in the Career Development Center is necessary for registration.

Site Supervisor _____ Date _____ Faculty Supervisor _____ Date _____
Student _____ Date _____ Academic Advisor _____ Date _____
Career Development Center Internship Coordinator _____ Date _____

If the terms of this contract are not met, this contract may be terminated or amended by the student, the site supervisor or the faculty supervisor at any time upon written notice, which is received and agreed to by the other two parties. This internship does not constitute employment nor guarantee future employment of the student by the internship work site. The student acknowledges personal responsibility for the internship commitment and promises to conduct him/herself in a professional manner and complete all specified requirements. The student hereby releases and discharges LYNCHBURG COLLEGE from all claims, demands or damages which may arise as a result of participation in said program and agree to indemnify and hold harmless LYNCHBURG COLLEGE, its agents, officers and employees from any and all loss, damage, or expense incurred as a result of participation. The student further agrees to complete the LEARNING OBJECTIVES – CONTRACT PART II in consultation with the site supervisor and faculty supervisor within three (3) weeks of beginning the internship. The intern must hand in this contract and learning objectives to the internship coordinator in the Career Development Center. Any student who does not complete Part II will not receive credit for the Internship. LCICP#1 March 2003