

NEUMANN UNIVERSITY
Career and Personal Development Office

INTERNSHIP SITE AGREEMENT

In order for the student to acquire academic credit for this work experience, the immediate supervisor and the student intern should read and sign this form prior to the start of the student's internship.

Employer Responsibilities:

- Provide the intern with a position description which includes the location of the work site, qualifications, duties, work hours and, if applicable, rate of compensation.
- Provide a safe working environment for the student.
- Notify the student of all written policies and regulations of the organization that apply.
- Train and supervise the student and assign duties that are career related.
- The student's participation should complement the service and activities of the organization. Students will not be used in place of professional or staff personnel.
- Provide the student with regular supervision and feedback.
- Establish a means of tracking the hours worked by the intern, which must be a minimum of 150.
- Inform the Career and Personal Development Office (contact information on reverse side) of any concerns regarding the student's conduct, attendance and performance during the internship.
- At the midpoint of the internship, allow time for a site visit or phone conversation by a program representative from Neumann University.
- Complete Neumann University's electronic evaluation form on the student; a link to the form will be emailed two weeks before the end of the semester.

Student Responsibilities:

- The student will complete a Google form for the Career and Personal Development Office that will detail the responsibilities at the internship site, as listed on the position description provided by the site supervisor.
- The student is expected to perform with high standards at all times and to comply with all written policies and regulations of the organization.
- The student must adhere to the organization's established dress and performance standards.
- The student is to carry out established activities and any additional responsibilities which are mutually agreed upon by the student and site supervisor.
- The student is to fulfill agreed upon time commitments.
- The student should, with the supervisor, establish a means of tracking the hours worked, which must be a minimum of 150.
- The student is to conduct him or herself in a responsible and professional manner.
- The student is to raise concerns with the site supervisor and internship course instructor if the objectives for the internship are not being met or if the supervision being received is inadequate.
- The student is to attend all on-campus internship course classes and complete all assignments as directed by the course instructor.
- The student is to complete an online evaluation of the internship experience for the Career and Personal Development Office.

The Career and Personal Development Office will determine the acceptability of the proposed internship based upon the internship description and its relevance to the student's area of study.

Either the organization or Neumann University may require withdrawal or dismissal from participation at the organization of any student whose performance record or conduct does not justify continuance or in the event that there are discrepancies between the internship description and actual assigned tasks and learning objectives.

Neumann University is committed to equal opportunity for all persons. The employer agrees to comply with federal and state equal employment opportunity regulations that there shall be no discrimination against any individual for reasons of race, color, religion, age, sex, disability or national/ethnic origin.

Company/Organization _____

Street Address _____

City _____ State _____ Zip _____

Print supervisor's name _____

Supervisor's title _____

Supervisor's phone _____

Supervisor's **company** email _____

Print student's name _____

Student's job title _____

Student's phone _____

Student's email _____

Start Date: _____ **End Date:** _____

Hours per week: _____ **Hourly Rate of Pay (if applicable):** _____

Supervisor's Signature: _____

Student's Signature: _____

If you have any questions regarding the Internship Program, please contact:

Neumann University
Career and Personal Development Office
One Neumann Drive, Aston, PA 19014
610-358-4595 | cpd@neumann.edu

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