

UNDERGRADUATE INTERNSHIP AGREEMENT FORM

This agreement establishes a relationship between Eastern Illinois University (referred to as the University) and the cooperating entity (referred to as the Entity).
NAME OF COOPERATING ENTITY

<input type="text"/>	<input type="text"/>		
STUDENT NAME	STUDENT PHONE		
<input type="text"/>	<input type="text"/>	<input type="text"/>	
STUDENT EMAIL	NUMBER OF CREDITS	NUMBER OF CLOCK HOURS	
<input type="text"/>	<input type="text"/>		
STUDENT'S EIU DEPARTMENT NAME	ENTITY SUPERVISOR		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ENTITY STREET ADDRESS	CITY	STATE	ZIP
<input type="text"/>	<input type="text"/>		
START DATE	END DATE		

I. RESPONSIBILITIES OF THE UNIVERSITY

- a. Approve student selection of the Entity and for registration in the internship course.
- b. Provide liability coverage for students enrolled in the internship course.
- c. Provide an internship coordinator to act as liaison between the academic department and the Entity who will:
 - i. Maintain communication with the Entity and the intern.
 - ii. Assign the appropriate grade/credit for the internship course.
 - iii. Instruct students on the importance of confidentiality with respect to any services the Entity may provide its clientele.

RESPONSIBILITIES OF THE ENTITY

- ii. a. Designate a staff member responsible for coordinating, directing and supervising the intern's experience. Such expectations include, but are not limited to, the following:
 - i. Communicate with the internship coordinator as needed.
 - ii. Conduct evaluations of the intern in accordance with University expectations.
 - iii. Arrange for professional working space and appropriate facilities, as needed.
 - iv. Provide sufficient amount of work hours to complete internship expectation.
 - v. Notify the internship coordinator of any situation that may prevent the intern from successfully completing the internship.
 - vi. Orient the intern to all applicable policies and regulations of the Entity.

RESPONSIBILITIES OF THE STUDENT

- iii. a. Comply with all Entity policies and procedures concerning employee behavior and performance.
- b. Submit all documents as required by both the University and the Entity as they relate to the application for, and completion of, the internship.
- c. Complete the expected number of clock hours with the Entity as determined by the credits to be earned through the internship.
- d. Behave in a manner that reflects the highest degree of ethical and professional conduct while performing the internship.
- e. Report to the internship coordinator any conditions or occurrences that do not meet the professional expectations of the internship.

UNDERGRADUATE INTERNSHIP AGREEMENT FORM

STUDENT SIGNATURE

DATE

understand that by checking this box, the above constitutes a legal signature

ENTITY SUPERVISOR SIGNATURE

DATE

understand that by checking this box, the above constitutes a legal signature

DEPARTMENT INTERNSHIP COORDINATOR SIGNATURE

DATE

understand that by checking this box, the above constitutes a legal signature

DEPARTMENT CHAIRPERSON SIGNATURE

DATE

understand that by checking this box, the above constitutes a legal signature

UNIVERSITY DEAN, HEALTH & HUMAN SERVICES SIGNATURE

DATE

UNIVERSITY VICE PRESIDENT OF BUSINESS AFFAIRS SIGNATURE

DATE

Upon Dean and Vice President approval, please return
Agreement to the Internship Coordinator.

Internship Coordinator, please submit electronic copy of completed
Agreement to Career Services at the following email address careers@eiu.edu.