

Internship Agreement Form

Unity College Hybrid Learning Internship Program

Students seeking to complete a credit-bearing internship should review the Internship Handbook prior to completing this form. The Internship Agreement Form must be reviewed and signed by your Hybrid Learning Coach before submitting to the Internship Course Instructor for final approval. **You must complete 12 credits at the 2000-level before enrolling in a credit-bearing internship to meet your degree requirement.**

Submit electronic versions of the agreement form, supervisor confirmation form, resume, internship site certificate of insurance, and job/position description to your Hybrid Learning Coach at internships@unity.edu by the registration deadline, which is a minimum of 2 weeks prior to the term in which you wish to participate in your internship. The Hybrid Learning Coach will register the student after being notified of final approval by the Internship Course Instructor.

Please see the last page of this document for instructions on completing this form.

Student Intern Information:

First Name: _____ Preferred First Name: _____ Last Name: _____

Expected Graduation Date (Month/ Year): _____

Name of Degree Program: _____

Unity Email Address: _____ Secondary Email Address: _____

Primary Phone Number: _____ Alternate Phone: _____

Emergency Contact Name: _____ Relationship: _____

Phone Number: _____

Internship Information

Term: _____ Credits per term: _____

Internship Start Date: _____

Internship End Date: _____

Academic Level: _____

Course Rubric Number and Title: _____

Intern Position Title: _____

Name of Organization: _____

Final Due Date: _____ Internship Course Instructor: _____

I have watched the Internship Info session ([click here to view](#))

Internship Site Information

Organization Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Supervisor First Name: _____ Supervisor Last Name: _____

Supervisor Phone Number: _____ Supervisor Email: _____

Compensation: _____ Is housing provided? Yes No

Intern Physical Address during Internship: _____

Long Term Career Goals

Describe your long term career goals, why you chose this internship, and how this internship will help you prepare for these goals

Professional Outcomes

An internship experience is one that gives students the opportunity to learn how to conduct themselves in a professional setting working along side professionals in their field. It is important that students recognize and reflect on this as part of their experience. All interns agree to meet the following professional outcomes as part of their internship experience.

- 1.) Communicate effectively:** Communication is a critical piece of any professional relationship. As part of your internship experience, you will exercise clear and consistent communication with your supervisor, other interns, colleagues, and Unity College faculty and staff.
- 2.) Be responsive and flexible:** You may find during the course of your internship that you are asked to do things that were not listed on the job description when you accepted the position. It is important to stay responsive and flexible to the needs of the internship site, and jump-in ready to help however you can. This is a good lesson is how things work in the professional world, as people are often asked to take on new or additional responsibilities. By taking on these tasks eagerly, you will stand-out to your supervisor and make a lasting impression. This could lead to a strong letter of recommendation, or even a job offer.
- 3.) Make professional connections:** As you work alongside professionals, colleagues, and other interns please remember that these are the people you'll likely come into contact with as you continue building your career after graduation. Building these strong connections gives you people to reach out to for professional guidance and support. Be sure to connect with these people via LinkedIn or by email and phone before the end of your internship, and keep in touch with them.
- 4.) Be on-time, energetic, and engaged:** It is important that you put your best foot forward every day. It can be difficult to adjust to a new schedule for your internship, however it is imperative that you are on-time (or early) to your internship every day. It is equally important that you keep an energetic, positive attitude and stay engaged in your tasks. By showing up on time with a good attitude, you are much more likely to have a good day, and the people you work with are likely to enjoy your company which makes you look good professionally. Most importantly, do not allow yourself to be distracted with cellphones or other electronics during your work day. Remember to take notes during meetings and review them daily, which helps ensure you're learning effectively.

Signatures

I, as the **Hybrid Learning Coach**, have reviewed all sections of this internship agreement form with the student and approve it. I have read and understand my responsibilities as outlined in the Internship Handbook.

Hybrid Learning Coach Name

Hybrid Learning Coach signature

Date

Approval of Internship Course Instructor:

Name	Signature	Date
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I agree by signing and submitting this internship agreement that I am committing to the college and my internship site the terms listed within the agreement. Furthermore, I understand that I have completed or am responsible for:

- Having met with Student Financial Services and I understand the financial obligations I am undertaking when registering for this internship.
- Finding, reviewing, and understanding the internship site location, position duties, and housing accommodations
- Funding all travel expenses to and from the site location, as well as all expenses incurred during the internship
- Fulfilling all reasonable tasks and responsibilities assigned by my site supervisor
- Completing all the required hours according to my credit level requirements
- Following all internship site safety procedures and policies
- Conducting myself in an ethical and professional manner, acting as a positive representative of Unity College
- Notifying the Internship Course Instructor and my Hybrid Learning Coach immediately of any changes, problems, or emergencies during this internship
- Completing the required academic work before the Final Due Date

Release, Covenant Not To Sue, And Assumption of Risk Agreement

I, the undersigned Participant, for myself, my heirs, legal representatives and assigns, in consideration of permission granted to me by Unity College, located in Unity, Maine, to enroll in and to participate in a program offered by Unity College, entitled and scheduled as follows: Unity College Internship Program, hereby release, acquit and forever discharge Unity College, its Trustees, officers, employees and agents, both in their individual capacities and in their capacities as Trustees, officers, employees and agents of Unity College, their heirs, legal representatives, successors and assigns, from any and all claims, demands, actions or causes of action, of any kind whatsoever, including claims for contribution and/or indemnification, arising out of my participation in said program.

I, also, for myself and for my heirs, legal representatives and assigns, for the same consideration, covenant with Unity College, its Trustees, officers, employees and agents, both in their individual capacities and in their capacities as Trustees, officers, employees and agents of Unity College, their heirs, legal representatives, successors and assigns, never to institute any suit or action at law or in equity against them, or any of them, whether or not the result of their negligence, by reason of any claim I now have or may hereafter acquire relating to said program and/or my participation in said program.

I assume the risk of any injuries which I may receive as a result of my participation in said program, whether or not the result of their negligence.

I also certify that the information I have provided to Unity College in the registration packet accompanying this release, covenant not to sue, and assumption of risk agreement, is true and accurate and recognize that any false or incorrect statements made therein are grounds for my dismissal from the program.

Student Name

Student Signature

Date

Appendix – Internship Agreement Form Guide

Please see the Internship Handbook for more detailed information.

Internship Information

- **Internship Start Date:** First official day on the job
- **Internship End Date:** Last official day on the job
- **Term:** The term in which you will be completing your internship
- **Academic Level:** 1000, 2000, 3000, or 4000 (*Only internships at the 3000 or 4000 level are eligible to count towards the degree-required internship.*)
- **Number of Credits:** Internships are worth 3 credits
- **Course Rubric Number and Title:** All internship rubrics are “UC”. Following the rubric is a digit indicating the academic level 1, 2, 3, or 4. Titles should include the word “internship” and may describe in more detail the nature of the internship. Titles should be brief as they will appear on the intern’s transcript. (Ex.: UC399X Wildlife Biology Internship)
- **Internship Position Title:** Refer to a job description given by your internship organization or contact your internship site supervisor for the specific position title
- **Name of Organization:** Official organization name

Intern Information

- **Expected Graduation Date:** Exact graduation dates can be found at http://www.unity.edu/academics/academic-support/registrar/academic_calendars
- **Secondary Email Address:** If you will not be checking your Unity email during your internship, please list a secondary email address at which you can be reached
- **Name of Degree Program:** Full title of degree program. (Ex. B.S. Captive Wildlife Care)

Internship Site Information

- **Compensation:**
 - Paid – you are receiving an hourly wage for your internship
 - Stipend – you are receiving a set amount per day, week, or month
 - Unpaid – you are not receiving any monetary compensation
- **Is Housing Provided?** Please indicate if the internship site is offering housing, regardless of whether or not you are accepting it
- **Intern Physical Address During Internship:** Provide the address of where you will be staying during your internship