



Internship Learning Agreement Form

This form establishes an agreement between the Intern, Internship Supervisor, and Winthrop Faculty/Staff for the duration of the internship. The Intern agrees to fulfill the duties and responsibilities outlined by the Internship Supervisor and the academic requirements for course credit. The Internship Supervisor agrees to provide the Intern with the training, supervision, and evaluation necessary for experiential learning. Winthrop Faculty/Staff will provide guidance, academic oversight, and materials needed to evaluate the student's performance for course credit.

DISCLAIMER: The language in this document does not create an employment contract, either express or implied, or alter the at-will employment relationship between any employee and Winthrop University. An internship advertised through Winthrop communication channels does not indicate endorsement by the University. We are not responsible for safety, wages, working conditions, or other aspects of off-campus employment, nor do we conduct background checks on employers.

STUDENTS: Please complete sections 1-4 before submitting to the appropriate [Internship Coordinator](#) for approval.

1. Student Information (to be completed by Intern)

Student Name: _____ Student ID: _____

Phone Number: _____ Email (@winthrop.edu): _____

Major/Concentration: _____ Minor (if any): _____

Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

Expected Graduation Date (Semester/Year): _____

Internship Course Number (ex: PSYC 463): _____ Number of Credit Hours (ex: 3): _____

Total Internship Hours Required (ex: 120): _____ Semester/Year of Course: _____

For International Students Only: Are you currently authorized to participate in an internship in the U.S. (e.g., CPT, OPT, academic training)? If you are unsure, please consult with the [International Center](#).

☐ Yes

☐ No

2. Internship Site Information (to be completed by Internship Site Supervisor)

Organization Name: _____

Address (Internship Site): _____

Business Type: ☐ For-Profit ☐ Not-for-Profit

Supervisor Name: _____ Supervisor Title: _____

Phone Number: _____ Email: _____

Projected Start Date: _____ Projected End Date: _____

Est. Total Weeks: _____ Est. Hours Per Week: _____

☐ **Paid** – Amount: \$ _____ ☐ Hourly ☐ Stipend ☐ Other (explain below) ☐ **Unpaid**

Additional Compensation Information: _____

3. Internship Position Description (to be completed by Internship Site Supervisor)

Describe the Intern's tasks, projects, and intended learning outcomes in detail. Please also attach a copy of the internship description if available. This will be used by the Winthrop Faculty/Staff to determine the student's eligibility for course credit. The internship agreement is not valid until approved and signed by all parties.

Intern tasks/role:

Specific projects the intern will be working on/assisting with:

Student Learning Outcomes – relevant knowledge, skills, or concepts the intern will learn, develop, or apply (see [examples](#)):

Feedback is essential to student learning and development. How frequently do you plan to meet with the intern to discuss their projects and goals, and in what format? (ex: weekly in-person 1:1 check-ins):

Additional comments regarding internship:

I have read the agreement and will fulfill the duties and responsibilities outlined for the internship and the academic requirements for course credit.

Intern's Signature

Date

I approve of the Learning Agreement. I agree to abide by all the Equal Opportunity/Affirmative Action and other related federal and state laws and regulations in the hiring and/or supervision of Winthrop University students. I agree that the organization will instruct/orient the student on organization policies and procedures and provide a safe working environment.

Internship Site Supervisor's Signature

Date

4. Personal Learning Goals (to be completed by Intern)

Explain how this internship will contribute to your educational experience at Winthrop University.

What professional and personal goals do you hope to achieve through this internship? (Please be specific)

5. Course Credit (to be completed by Faculty Liaison or Designee)

Listed below are the specific assignments all students must satisfactorily complete to receive course credit for their internships. Please indicate any additional assignments that will be required.

Required Assignments

- Midpoint Evaluation (Intern and Internship Supervisor)
- Internship Site Visit (Faculty Liaison; if possible, visit internship site at start or midpoint – may be virtual check-in)
- Work Hours Log (Intern)
- Final Evaluation (Intern and Internship Supervisor)

Additional Assignments (Weekly journals, final report, video project, poster presentation, etc. May also be listed on syllabus.)

I approve of this learning agreement for course credit.

Faculty Liaison (or Designee) Printed Name

Academic Department

Faculty Liaison (or Designee) Signature

Date

6. General Responsibilities of Parties

1. Intern

- a. Work during the days and times agreed upon with the Internship Supervisor.
- b. Dress in the appropriate attire for the internship site.
- c. Safety is important. Report immediately to the Faculty Liaison (or Designee) and Internship Supervisor if you ever feel unsafe, harassed, or discriminated against.
- d. Complete tasks and projects associated with learning outcomes.
- e. Complete all assignments required for course credit.
- f. Communicate with all parties if the length of the internship needs to be adjusted to complete the hours requirement.
- g. Complete the Internship Midpoint and Final Evaluations.
- h. Comply with all requirements of the internship site (e.g., background checks, health screenings, confidentiality agreements, etc.).

2. Faculty Liaison (or Designee)

- a. Meet with the student to review the internship requirements.
- b. Check with the internship site to confirm the intern's role and responsibilities.
- c. Send initial correspondence, as well as follow-up emails at the midpoint and conclusion of the internship.
- d. Provide guidance and support to both interns and site supervisors as questions or issues arise.
- e. Stay alert to any health, safety, or security concerns the student may share and take appropriate action to report or intervene.

3. Internship Site Supervisor

- a. Follow the Fair Labor Standards Act (FLSA): www.dol.gov/agencies/whd/flsa. The Internship Supervisor accepts sole responsibility for determining whether an employment relationship exists under the FLSA and for complying with all applicable federal and state wage laws.
- b. Provide a safe work environment for the Intern and comply with all federal and state workplace laws and regulations.
- c. Provide the Intern and the Faculty Liaison (or Designee) with any applicable site policies or procedures.
- d. Orient the Intern to the site's culture and communicate the workplace expectations.
- e. Assign appropriate work projects that support the Intern's learning objectives.
- f. Complete the Internship Midpoint and Final Evaluations.