

# Career & Civic Engagement Internship Agreement

Winthrop University, Division of Student Life

\_\_\_\_\_  
**Today's Date**                      \_\_\_\_\_ <sup>Credit(s)</sup>  
 Number of Credits                      \_\_\_\_\_ Non-credit                      \_\_\_\_\_  
 Internship Semester                      \_\_\_\_\_  
 Year

\_\_\_\_\_  
 Class Enrolled In                      \_\_\_\_\_  
 Semester/Year Enrolled                      \_\_\_\_\_  
 Student ID#

**How did you locate your internship?**     Faculty Assisted     CCE Assisted     Self-Developed     EAGLElink  
*Check all that apply*  
 Other \_\_\_\_\_

\_\_\_\_\_  
 Intern Name (Print Clearly)                      \_\_\_\_\_ @winthrop.edu  
 E-Mail (Winthrop email will be primary method of communication)

\_\_\_\_\_  
 Permanent/Campus Address (if applicable)                      City                      State                      ZIP

\_\_\_\_\_  
 Cell Phone Number                      Residence Hall/Home Phone Number                      Class/Graduation Year

\_\_\_\_\_  
 Major                      Concentration                      Faculty Liaison

## Internship Site Information

\_\_\_\_\_  
 Organization Name                      For Profit     Not for Profit

\_\_\_\_\_  
 Direct Internship Supervisor                      Title

\_\_\_\_\_  
 Company Mailing Address

\_\_\_\_\_  
 Phone                      Fax                      E-Mail

Actual Start Date \_\_\_\_\_ Actual End Date \_\_\_\_\_

Total Number of Weeks \_\_\_\_\_ Total Hours/Week: \_\_\_\_\_ Paid:  Yes  No If yes, \$ \_\_\_\_\_ / \_\_\_\_\_

Additional Notes:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Career & Civic Engagement • Phone 803.323.2141 • Fax 803.323.3831 • [www.winthrop.edu/cce](http://www.winthrop.edu/cce)

\*Questions regarding the internship program can be directed to Andrea "Dre" Alford, career consultant, at [alforda@winthrop.edu](mailto:alforda@winthrop.edu)

**LEARNING AGREEMENT: Internship Job Description (To be completed by Internship Supervisor)**

**Attach a separate sheet for an actual job description if available.** The job description is to be determined by the Internship Supervisor, and approved by the faculty liaison and the Career & Civic Engagement (CCE) office. The **Internship Supervisor** should use the space below to describe the tasks, projects and learning outcomes for the intern in as much detail as possible. This will serve as the written agreement between all parties involved. **Contract Agreement is not valid until approved by all parties.**

**Intern Tasks/Role:**

**Specific Projects Intern will work on/assist with:**

**Learning Outcomes for Intern:**

**Additional Comments regarding Internship:**

I have read the contract and agree to fulfill the duties and responsibilities outlined for the internship and the academic requirements for completing the internship course for credit.

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

I approve of and agree to the Learning Agreement. I agree to abide by all the Equal Opportunity/Affirmative Action laws in the hiring of Winthrop University students and alumni. I agree that the company will instruct/orient the student on company policies/procedures, and provide a safe working environment.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Liaison Signature \_\_\_\_\_ Date \_\_\_\_\_

