

# University of Arizona South

## INTERNSHIP (NON-PAID) APPLICATION FORM

### STUDENT INFORMATION

**Eligibility for an internship is based on the following qualifications:**

1. Be in **good academic standing** with the University of Arizona South and have maintained at least a 2.00 grade point average (major and cumulative) at the University prior to enrolling for an internship. Note: Some programs may require a higher GPA for internships; consult with the Program Director about the GPA.
2. Be currently enrolled at The University of Arizona South.
3. Be a declared major or minor in the Program offering the internship.

**The intern student agrees to the following:**

1. Apply at least one week before the end of the semester prior to participation. Students must complete this form and obtain all signatures **prior** to submitting the Intern Application packet to the Program.
2. Some Programs register students for their internships. If not, submit a Change of Schedule form for the appropriate internship credit (check with your instructor for the appropriate course number.) with appropriate signatures to the Office of the Registrar (Administration 210) by the deadline to add courses for the semester when the credit will be earned.
3. Pay all registration fees associated with the credits to be earned. If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
4. Complete all academic assignments and reporting requirements of the internship as specified by the Program.
5. Recognize that you are representing The University of Arizona South as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
6. Understand and follow any policies, procedures, rules, and regulations of the sponsoring organization.
7. Be prepared to perform your internship duties for the hours and duration specified. Talk with the Internship Supervisor about any University holidays.
8. Ensure that your Internship Supervisor is able and willing to submit an evaluation on your behalf. Some organizations have personnel policies prohibiting your supervisor from providing a written intern evaluation. If this is the case, special arrangements must be made for your Internship Supervisor to speak directly with the course instructor about your performance.
9. At the conclusion of your internship, complete the **Student's Internship Evaluation Form**, and give it to the course instructor.

Student Name	SID #		
Local Mailing Address	City	State	Zip
(____) _____ - _____	(____) _____ - _____	(____) _____ - _____	
Local Telephone Number	Work Telephone Number	Cell Phone Number	
E-mail Address	Major	Minor	
Class Standing	Projected Graduation Date	Cumulative GPA	Semester & Year

**PROGRAM INFORMATION**

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit. The intern applicant has agreed to work \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks. Therefore, the Program agrees to award \_\_\_\_\_ units of credit for the following course \_\_\_\_\_ for the \_\_\_\_\_ semester.

**The Program and/or Course Instructor agree(s) to the following:**

1. Select students who are in good academic standing.
2. Ensure that students are NOT awarded internship credit for their ongoing job.
3. Inform students of the necessity of complying with pertinent Program and workplace policies and procedures.
4. Require that the instructor documents communications with the student and the work supervisor regarding internship activities.
5. Notify the student that, unless other agreements are made between the student and instructor, the instructor and Program will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
6. Notify the student that neither the instructor nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student’s work experience.
7. If the student’s internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student’s assignment. [Check the Human Subjects Protection Program to determine if training is needed: <http://orcr.arizona.edu/hssp/forms> ]
8. Send to the supervisor of the sponsoring organization the **Supervisor’s Internship Final Evaluation** for completion, along with an envelope addressed to the course instructor; specify the deadline for this form to be returned to the course instructor.

\_\_\_\_\_  
Program

\_\_\_\_\_  
Internship Instructor Title

\_\_\_\_\_  
Program Mailing Address City State Zip

\_\_\_\_\_  
E-mail Address (\_\_\_\_\_) Telephone - \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor (if different from above) Title

\_\_\_\_\_  
E-mail Address (\_\_\_\_\_) Telephone - \_\_\_\_\_

**SPONSORING ORGANIZATION INFORMATION**

In order to participate in the Internship Program, prospective organizations are expected to provide a Letter of Agreement outlining the organization’s understanding of the internship(s) it intends to offer (see instructions below).

**An organization sponsoring an intern should assign a full-time professional as the Internship Supervisor and agree to the following:**

1. Prepare a **Letter of Agreement** outlining the organization’s understanding of the internship it intends to offer, typically under the following headings:
  - a) **Purpose of the Internship** - A brief statement that describes the purpose of the internship and includes a statement on how the program philosophy will be maintained.
  - b) **Status of the Intern** – A brief description of the intern’s status within the agency: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
  - c) **Minimum Qualifications** - A statement that describes the minimum qualifications required of applicants for the internship. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
  - d) **Job Description** – A broad statement of the job function that describes the intern’s duties and responsibilities, including the identification of a “chain of command” for reporting purposes. Also include the name and position title of the expected supervisor.
2. **Organization-Specific Guidelines and Requirements for Interns** – A detailed list of what the organization expects from the intern and a definition of the organization’s obligations to the intern.
3. Provide pertinent policies and procedures to students prior to the beginning of the internship.
4. Train and provide relevant education and training for the student intern.
5. Supervise and evaluate the intern’s performance regularly throughout the term of the internship.
6. Notify the Program of any decision to remove the student from an internship prior to the agreed upon time, due to the student’s failure to comply with rules and regulations, and provide a written report to the Program stating the reasons for intern’s termination.
7. Complete and submit an Internship Final Evaluation form by the date specified by the Program, and return this to the course instructor in the envelope provided.

Sponsoring Organization: \_\_\_\_\_

Division/Program: \_\_\_\_\_ Position Title: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Supervisor’s Title: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Brief Summary of Job/Project:

**MINIMUM INTERN QUALIFICATIONS**

Education:

Experience:

Specialized Skills/Knowledge:

**SPONSORING ORGANIZATION INTERNSHIP AGREEMENT**

Start Date: \_\_\_\_\_  
Month/Day/Year

End Date: \_\_\_\_\_  
Month/Day/Year

Work Schedule: \_\_\_\_\_

Hours Per Week Expected: \_\_\_\_\_

Supervisor/Student Contact Hours: \_\_\_\_\_

On-site Activities/Responsibilities:

Physical Demands/Work Environment

Equipment/Machinery To be Used

Other

\_\_\_\_\_  
Sponsoring Organization Internship Supervisor's Signature of Approval

\_\_\_\_\_  
Date

**STUDENT LEARNING OUTCOMES (to be completed by course instructor and student)**

**JOB/PROJECT DESCRIPTION (Provide a detailed description of the Job/Project)**

\_\_\_\_\_

Course Instructor's Signature of Approval

\_\_\_\_\_

Date

\_\_\_\_\_

Student Intern's Signature of Approval

\_\_\_\_\_

Date

**CONDITIONS OF AGREEMENT**

The Program and Sponsoring Organization, in finalizing this agreement, shall make no distinctions or discriminate against any applicant for internship credit on the basis of sex, race, creed, national origin, age, or handicap.

In consideration of the opportunity to participate in this internship, the undersigned Student and Sponsoring Organization do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona South, the Program of \_\_\_\_\_, its representatives, administrators, employees, and students from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the performance of this agreement. Furthermore, the Sponsoring Organization will provide the student intern with safety procedures and information as is customarily provided regular employees of the Sponsoring Organization.

**INFORMED LIABILITY STATEMENT**

I understand that The University of Arizona South and its representatives have arranged to establish an internship position with the Sponsoring Organization, which complies with academic, and employment regulations, policies, and procedures of The University of Arizona.

The daily managerial control and working conditions of the internship are under the sole discretion of the Sponsoring Organization and it’s designated agents. Consequently, I understand that The University of Arizona South, Program of \_\_\_\_\_, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to me or others resulting from or connection with acts, judgments, omissions, or negligence occurring during my work for and with the direction of the Sponsoring Organization or its agents. In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

This agreement can be terminated at any time by mutual consent of the Sponsoring Organization, course instructor, and the student.

Student intern agrees to notify the Sponsoring Organization and the Program two weeks prior to the end of the internship.

I have read and understand this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsoring Organization Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Course Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Date