

NPU Internship Program: Memorandum of Agreement

After a student has secured an internship placement, this form must be completed in order to receive credit for the internship experience. Please return to the Career Development and Internships Office in the lower level of the Student Services building. **See Program Information for form due dates. Please Print.**

Student Information:

Name: _____ ID# _____
Address (City, State, Zip): _____
Phone: _____ Email: _____
Faculty Sponsor Name: _____ Insurance: Circle One: North Park, Parent, Other

Internship Site Information:

Company Name: _____
Web Address: _____ Phone: _____
Physical Address (City, State, Zip): _____
Site Supervisor Name: _____ Site Supervisor Email: _____
Starting Date: _____ Ending Date: _____ Number of hours weekly _____
New Site: (y/n) _____ Please check one of the below:

- If yes, I am verifying that I have attached an internship job description to this document and I have discussed this placement with my faculty sponsor.
- If no, please indicate the internship site requisition number: (found on tumblr) _____

Registration:

Department: _____ 4970 20____ - 20 ____ : Circle One: S1, S2, S3 Semester hours to be awarded _____

Signatures:

Student Intern

Site Supervisor

Director of Career Development and Internships

(For NLA Students) Nonprofit Leadership Alliance Advisor

Faculty Sponsor Signature:

Yes, I approve of this site location for the student. If it is a new internship site location, I have reviewed the job description and support the approval of this internship site for this student.

(For International Students) International Student Advisor

Yes, the student has communicated with me regarding all necessary internship forms for visa purposes.

The role of North Park University with respect to student's onsite internship experience is limited to the awarding of academic credit for student's participation in the internship. North Park University does not supervise, sponsor or otherwise direct the onsite activities of a student other than to assign a final paper or project from which academic credit is granted. Students will be under the supervision of the hosting organization and site supervisor as it relates to work assignments and daily activities. All parties above recognize that this internship has the primary purpose of training and educational benefit for the student.

For Office Use Only: Given to the Records Office – Date: _____ Staff: _____