

Student name Last First	BVU Internship Supervisor Last First	Term <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	Coop <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Year 20__
BVU ID#	BVU Location	APPLICATION FOR INTERNSHIP		

Major(s) _____ Cumulative GPA _____

_____ Class status: ☐ Junior ☐ Senior ☐ Special

Phone number (At which you can most likely be reached) _____

Emergency Contact (Required) Name _____ Phone _____ Relation _____

Course Information

Dept: _____ Number: ☐ 495 ☐ 496 Title: Internship

How many total credits are you requesting for this internship? _____ The internship is: ☐ Paid ☐ Unpaid

Have you received credit for prior internships? ☐ Yes ☐ No If yes, how many credits have you received? _____

Name of Organization _____ Address/PO Box _____ City _____ State _____ Zip code _____

Internship Site Supervisor Name _____ Internship Site Supervisor Title _____

Internship Site Supervisor Phone _____ Internship Site Supervisor E-mail _____ Fax number _____

Did an alumnus refer you to this internship? If so, name of alumnus: _____

Completing this box is required for credit. For assistance, refer to the Internship Resources at bvu.edu/bv/career-services/internships/.

List your internship learning objectives:

1. _____
2. _____
3. _____
4. _____

To receive credit for this internship, three assignments must be completed (written paper, journal, and PowerPoint presentation) in addition to projects assigned by the BVU Internship Supervisor.

Student Signature _____ Date _____

BVU Internship Supervisor's Signature _____ Date _____

Please return completed application to your **BVU Internship Supervisor** who will submit to the Registrar.

Rev. 09/2012

THIS IS A REQUIRED FORM THAT MUST BE RECEIVED FOR CREDIT.

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BVU ID#		BVU Location		STUDENT INTERNSHIP AGREEMENT		

This Internship Agreement is established to provide a basis of understanding between Buena Vista University (BVU), the internship student, and the host organization. This agreement commits neither the host organization nor the student to permanent employment.

A) The Site Supervisor agrees to:

1. Provide a field learning experience that permits the student to meet his/her learning objectives.
2. Provide supervision that emphasizes the student's safety as well as the learning objectives.
3. Clarify to permanent employees the expectations of the student's learning experience.
4. Notify BVU in a timely manner of any serious problems related to the field learning experience, including a need to terminate student's placement.
5. Furnish all necessary training, supplies and equipment.
6. Communicate periodically with BVU representatives regarding student's work performance.
7. Complete a final evaluation on a designated form at the end of the internship.
- ☐ 8. Check this box to accept the student's internship learning objectives.
- ☐ 9. Check this box to authorize BVU to disclose information concerning this internship to media outlets and to make use of said information in connection with BVU marketing materials. (This is optional.)

B) The Student agrees to:

1. Follow the rules and policies of the host organization.
2. Perform assigned tasks in a responsible manner.
3. Demonstrate honesty, punctuality, cooperation, courtesy, and a willingness to learn.
4. Avoid unsafe acts and be alert to unsafe conditions.
5. Notify appropriate host organization personnel or BVU advisor of any significant difficulties experienced at the learning site.
6. Provide records or reports required by either BVU or the host organization.
7. Facilitate obtaining a completed evaluation form from the site supervisor.
8. Complete evaluation and required assignments at end (or throughout, if required) of internship.
9. It is further expressly agreed that BVU shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by BVU. I do hereby expressly forever release, discharge and covenant not to sue BVU, its governing board, employees or agents as to any and all acts of active or passive negligence and/or liability that may arise out of injury or harm to me, death, or property damage resulting from my participation in this internship.
- ☐ 10. Check this box to acknowledge the internship learning objectives.
- ☐ 11. Check this box to authorize BVU to disclose information concerning this internship to media outlets and to make use of said information in connection with BVU marketing materials. (This is optional.)

C) The BVU Internship Supervisor agrees to:

1. Work with the student to identify academic learning objectives.
2. Provide related academic assignments coordinated with the field learning experience.
3. Communicate with the site supervisor throughout the internship to evaluate student's performance.
4. Assess the degree to which the student meets stated learning objectives.
5. Schedule an on-site visit, where feasible, during the student's internship.
6. Reserves the right to terminate the internship at any time.
- ☐ 7. Check this box to accept the student's internship learning objectives.

We, the undersigned, agree to the conditions set forth in this Student Internship Agreement.

Site Supervisor Name	Site Supervisor Signature	Date
Student Name	Student Signature	Date
BVU Internship Supervisor Name	BVU Internship Supervisor Signature	Date