

CHEYNEY UNIVERSITY/Student Internship Agreement



Internships offer students valuable, real world experiences and should be pursued regardless whether or not academic credits can be earned. However, ALL Cheyney students who would like ACADEMIC CREDIT for their internships experiences must sign and adhere to the policies outlined in this Student/University agreement.

Please read and initial on each line to demonstrate understanding of the policies governing earning academic credit for internships.

As an enrolled student at Cheyney University of Pennsylvania, I agree to the following stipulations regarding earning academic credit through internship/Co-operative Education/Field Experience programs.

1. It is my responsibility to locate internship opportunities and obtain an internship placement, just as I would find any professional career assignment.
2. It is my responsibility to file all required paperwork as required by the university and my department in order to schedule the appropriate credit for my internship. I will adhere to all posted deadlines.
3. Approval for the internship for academic credit is contingent on the approval of the Faculty Coordinator and/or any other designee assigned by the Department chair. Faculty Coordinators register the students for the Internship course with the Registrar's office, issues a syllabus which outlines criteria for grading, supervises the students' internship and assigns a grade.
4. I understand that I must have a minimum **2.0 GPA or the departmental requirement** to participate in an internship. Your department may require a higher GPA. **Academic credit will not be issued retroactively.**
5. Because academic internships are designed for students in their declared major, minor or areas of concentration, I will meet all department prerequisites prior to the internship semester including the GPA standard.
6. I will obtain all the required documentation that may be required by my department and/or site to participate in an internship for academic credit. This may include criminal background check, professional liability insurance, first aid certification, etc. **PASSHE requires that an Employer/University Affiliation Agreement be on file with the Center for Career & Professional Development to gain academic credit for an internship before the assignment begins.**
7. I understand that my acceptance in the internship may be contingent on my ability to meet the employer's criteria such as interview, pre-employment testing, background check, and substance screening.
8. I will submit all reports and communicate with my assigned faculty instructor according to the prearranged schedule as outlined in the syllabus. I will inform my faculty instructor of any changes to my internship job description and work schedule. Additionally, I will report and significant problems that I may encounter at the internship site to my faculty instructor.
9. I understand the internship hours will take place during the academic semester or summer term.
10. I understand that my site supervisor (employer) will have the primary responsibility for determining the daily tasks and assignments associated with my internship.
11. **I will adhere to the accepted standards of behavior at the internship site. These may include but are not limited to: attendance, punctuality, workplace ethics, professional decorum, dress codes, confidentiality, sexual harassment, proprietary information and others. I will consult with my on-site supervisor about these issues.**
12. I understand that academic credit will be earned at a rate of **1 credit for 40 hours of internship work**, per the University/Employer Affiliation Agreement.

Student name (Please Print) Student Signature Phone WolfMail Date

Company Name (Please Print) Address Phone

Advisor Signature Department