

**INTERNSHIP AGREEMENT & REGISTRATION FORM**

The student must complete this form, secure all three signatures, and submit the form to the Graduate Advisor before enrolling in the Internship-for-credit elective course.

Eligibility requirements:

- 1. Internship form must be approved by major professor to register the Internship-for-credit course.
- 2. Maximum credit is 3 hours.

This form must be completed and approved before a student may register for the internship course and before the activities for which credit is requested have begun. Internships are graded on a pass/fail basis. No incomplete 'I' grading is available in this course.

**Parties to the Agreement**

1. STUDENT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

EMPHASIS AREA: \_\_\_\_\_

2. EMPLOYING/SPONSORING ORGANIZATION: \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Supervisor's name/title \_\_\_\_\_

\_\_\_\_\_

3. MPA Director : \_\_\_\_\_

**Duration of Internship**

Expected duration of internship: from \_\_\_\_\_ to \_\_\_\_\_ (month,day,year)

Hours work per week: \_\_\_\_\_

**Nature of Work**

Nature of work and expected product(s)

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The student, employer/sponsor (E/S) and MPA program agree to the following internship conditions:

1. The E/S will provide the student intern with a meaningful professional work experience.
2. The E/S will evaluate the student for his/her performance during the period of internship on the SUPA form provided and submit this form within seven calendar days prior to the completion of the internship. The E/S supervisor will provide the intern feedback on his/her performance and coaching opportunities for a reflective on-the-job learning experience.
3. The intern is expected to perform at his/her highest level commensurate with his/her education and talent, and to be appreciative of the effort expended by the E/S in giving this opportunity to the student. The intern is expected to abide by the specified conditions of employment as a regular employee.
4. For academic credit the intern is expected to keep a weekly journal of lessons learned during the internship, complete the Student Internship Report, and submit: (1) the journal, (2) "Student Internship Report," and (3) the supervisor's "Student Intern Performance Evaluation" to his/her major professor no later than the last day of classes of the semester in which the student enrolled the internship course. No incomplete 'I' grading is available for this course.
5. The MPA Program will give 3 semester credit hrs of academic credit for 300 hours (equivalent to 20 hrs per week for 15 weeks) worked during the semester (spring or fall) and 275 (equivalent to 25 hrs per week for 11 weeks) during the summer semester.

If applicable, attach a copy of the job description to this form and include the amount of compensation provided.

**Accepted by:**

Name and signature of student intern \_\_\_\_\_

Date \_\_\_\_\_

Name and signature of employer/sponsor supervisor \_\_\_\_\_

Date \_\_\_\_\_

Name and signature of MPA Director \_\_\_\_\_

Date \_\_\_\_\_

Received by graduate advisor: \_\_\_\_\_ Date \_\_\_\_\_

Contact: Dr. David Coursey, MPA Program Director  
Telephone (817) 272-0416, FAX: (817) 272-5008.