

FOR-CREDIT INTERNSHIP CONTRACT: PUBLIC AFFAIRS

Internships provide a positive learning experience for students by allowing the development of professional skills and an assessment of possible career paths. Further, these experiences enhance a student's marketability for future employment and other career opportunities.

Bloch School internships in the MPA program are normally three credit hours and are supervised by a Bloch faculty member. Students must work at least 50 hours on the job for each one credit hour of internship. Such experiences are not simply part-time jobs; rather, they provide a more significant professional opportunity (as noted on the back of this contract). Job duties and related responsibilities are expected to revolve around the student's academic program and coursework. It is important to note that internship credit is not available for duties performed in current or prior employment.

This contract must be signed by the student, the internship provider, and the faculty sponsor. Once these signatures have been obtained, the contract is submitted to the Bloch Student Services Office, at which time you will be given permission to enroll. The contract must be filed prior to the start of the internship. *Note: Students must work with their faculty advisor to obtain the necessary approvals to ensure proper program credit.*

International students must also complete Curricular Practical Training requirements outlined on the International Student Affairs website. Employment authorization must be granted before you can begin working.

Student Information

Student Name

Student Number

E-Mail Address

Telephone Number

Mailing Address

City State Zip

Emphasis Area (if applicable): _____ Credit Hrs. _____

Academic Semester (check one): Fall _____ Spring _____ Summer _____

Proposed Start Date: _____ Proposed Completion Date: _____

Bloch Faculty Sponsor: _____

Sponsoring Organization

Organization

Nature of Operation

Mailing Address

City State Zip

Contact/Supervisor

Title/Position

Telephone

E-Mail Address

Will you receive payment for this internship? _____

Under terms of this contract:

- The student agrees to:
 - Perform all assigned tasks in a quality manner and to the satisfaction of the internship provider.
 - Adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and timely reporting to the internship site.
 - Report serious health, safety, and personnel problems to the internship provider and the Bloch faculty sponsor.
 - Accept no other employment opportunities that run concurrently with the internship period unless approved in advance by the internship provider and the Bloch faculty sponsor.
 - Follow the credit-determination guidelines (and deadlines) that are spelled out in the attachment to this document.

- The internship provider agrees to:
 - Provide an enriching professional work experience for the student with a specific set of projects or work product that stress higher-level skills of thinking and analysis, with a minimal number of routine administrative tasks (such as filing, answering the phone, running errands, and basic word processing).
 - Provide a personal workspace.
 - Work directly with the student when finalizing the expectations, hours, duties, and overall goals described in this contract.
 - Employ the student at least 50 hours for each credit hour earned by this internship arrangement unless the agreement is terminated for cause.
 - Have on-going communication with the student about his or her performance, and notify the Bloch faculty sponsor of any problems.
 - Complete a performance evaluation at the conclusion of the internship that will be sent to the Bloch faculty sponsor on a timely basis, prior to completion of the semester if possible.

- The faculty sponsor agrees to:
 - Coordinate the internship experience and provide related administrative support for the internship provider and the student.
 - Make at least one contact with the internship provider during the semester.

I agree with all components of this learning contract and its attachments.

Student Signature: _____

Date: _____

Faculty Internship Sponsor Signature: _____

Date: _____

Internship Provider Signature: _____

Date: _____

RETURN COMPLETED AND SIGNED CONTRACT TO YOUR ACADEMIC ADVISOR.