



Student / Supervisor Internship Agreement

This Agreement is made on _____ by and between (“Internship Site”) _____ and the West Virginia University Board of Governors on behalf of West Virginia University and its Department of English _____ (“WVU”), and (“Student”) _____ (hereinafter referred to collectively as the “Parties”).

This Agreement is made solely for the purpose of Student’s for-credit internship at Internship Site. No other relationship, partnership, responsibilities, or rights are created, implied, or affirmed by this Agreement.

This Agreement will be effective from _____ to _____ for _____ of internship activity. Upon completion of the internship, including expectations defined below, Student will earn 3 semester hours at WVU in ENGL 491A _____ for the semester of 20____. (Minimum of 45 hours of internship activity per credit hour.)

WVU Agrees to the Following Responsibilities:

1. WVU will provide an Academic Internship Supervisor Jill Woods _____ who will consult periodically with the Student to help the Student process the internship experience and monitor the Student’s progress.
2. The Academic Internship Supervisor will establish expectations, articulated below, for requirements the student will fulfill to earn academic credit for the internship.
3. The Academic Internship Supervisor and the Eberly College will notify the Student of the necessity of adhering to the administrative policies, standards, and practices at the Internship Site.
4. The Academic Internship Supervisor will assume responsibility for the assignment of a final grade for the internship experience.

The Internship Site Agrees to the Following Responsibilities:

1. The Site will assign an Internship Site Supervisor who will oversee the Student during the internship.

2. The Site will provide a planned, supervised program of activities for the Student, with opportunities for the Student to engage in a variety of activities so as to assure the opportunity for professional development.
3. The Internship Site Supervisor will establish with the Student a structured plan for periodic discussion of assignments, goals, and insights related to professional development.
4. The Internship Site Supervisor or Site designee will provide two written evaluation(s) of the Student and be willing to personally discuss the evaluation with the Academic Internship Supervisor should the need arise.
5. The Internship Site Supervisor or Site designee will sign the Internship Verification Form provided by the Student at the end of the Internship and return the form to the Academic Internship Supervisor per directions accompanying the Verification Form.
6. The Site reserves the right to dismiss from the internship any student whose conduct, work, or health status may have a detrimental effect on Site staff or clients. If the Student's internship is terminated prior to its conclusion for any reason, a meeting will occur between the Student, the Academic Internship Supervisor, the Internship Site Supervisor, and other interested parties to discuss the dismissal.
7. The Site agrees to provide an orientation to the Student that includes instruction on specific rules, regulations, policies, procedures and ethical standards of professional practice within the organization.

The terms above reflect the minimal expectations of the internship experience. On occasion, special circumstances will require some modification of the Agreement terms. If the Internship Site Supervisor believes there are special circumstances that would require modification of this Agreement, please state these modifications in the space provided below:

The Student Agrees:

1. To act in accordance with the highest ethical standards of professional practice as defined by the relevant practices, policies, rules, or regulations within the Site organization, as well as the WVU Student Conduct Code and all other applicable University policies, rules, or regulations.
2. To establish with the Internship Site Supervisor at the outset of the internship a schedule for activities and attendance including starting, ending, and vacation dates.
3. To establish with the Internship Site Supervisor a structured plan for periodic discussion of assignments, goals, and insights related to professional development, and to schedule the number of required individual sessions at the convenience of the assigned Internship Site Supervisor.
4. To log all hours spent at the Internship Site and notify the Academic Internship Supervisor if the Student has difficulty or reason to believe there will be difficulty in meeting the needed hours.
5. To notify the Internship Site Supervisor or other appropriate employee and the Academic Internship Supervisor if the Student has any difficulty performing functions or establishing satisfactory relationships with personnel at the site.
6. To only log hours when activity completing telecommuting assignments with the possible exception of hours that are spent performing in-service training activities such as workshops, seminars, and other training activities normally engaged in by professionals at the Internship Site.
7. To complete the requirements described below to earn academic credit. Materials will be submitted at the conclusion of the internship experience on or before April 28, 2017 to the Academic Internship Supervisor.

This box must be completed: Please list the requirements the intern must fulfill in order to earn academic credit.

In addition to coursework outlined in the student's ENGL 491A syllabus, please outline projects, tasks, and products to be completed during the course of the internship (including deliverable dates if possible):

Internship Start Date:

Internship End Date:

Proposed work schedule (days/hours per week):

Projects, Tasks, and Products:

The Parties have read and agree to the above statements and guidelines relevant to the program and placement of this Student, and to the general provisions articulated in Addendum (page 5 of 5).

For West Virginia University

Dean/Chair or Designee

Signature & Date

Printed Name

Job Title

Phone & Email

Academic Internship Supervisor

Signature & Date

Jill Woods

Printed Name

Undergraduate PWE Internship Coordinator

Job Title

293-304-9727 Jill.Woods@mail.wvu.edu

Phone & Email

West Virginia University, Department of English

100 Colson Hall, 1503 University Avenue, PO Box 6296

Morgantown, WV 26506-6296

Mailing Address

For the Internship Site

Signature & Date

Printed Name

Job Title

Phone & Email

Internship Site Supervisor

Signature & Date

Printed Name

Job Title

Phone & Email

Mailing Address

Student Agreement

I have read this Agreement carefully and agree to abide by it. I have had the opportunity to have any questions pertaining to this Agreement answered. I also understand that this individual and specific Agreement supersedes any other document or agreement regarding internships distributed by the academic program or college office.

Signature & Date

Printed Name

Student ID Number

Phone & Email

Mailing Address

**** Chair/Dean/Designee: Retain an executed copy in the student's department file until graduation.***

Addendum 1

To implement and accomplish the above-stated commitments and objectives, the Parties agree to the following:

1. Intellectual Property. The Parties do not intend that the activities performed under this MOU will result in inventions or the creation of new intellectual property, but if any result, the following will apply: Each party shall retain exclusive title and all rights to inventions, copyrights, and other intellectual property arising from the conceptions or efforts of its employees or consultants in performing under this MOU. The Parties will determine ownership on an as-needed basis. The Parties shall remain the exclusive owner of their inventions, copyrights, trademarks, service marks, and other intellectual property in existence prior to entering into this MOU.
2. Use of Trademarks. Neither party shall use any trademarks, trade name, logos, trade dress, or other intellectual property of the other party without the express written approval of that party. With respect to WVU, express written approval must be granted by Trademark Licensing Services.
3. Notices. Any written notice required by this agreement will be sent to: Eberly College of Arts and Sciences, Undergraduate Studies Office, PO Box 6287, West Virginia University Morgantown, WV 26506-6287.
4. Authority. The parties signing the agreement hereby represent and warrant that they are fully authorized to execute this Agreement without obtaining the consent of any third party.
5. Applicable Law. This agreement will be governed in accordance with the laws of the state of West Virginia.
6. FERPA. The Parties agree to maintain the confidentiality of student records pursuant to the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g.
7. Equal Opportunity. The Parties agree that, as an essential proposition to any cooperative endeavor, all participants in programs created pursuant to this agreement will be selected with equal opportunity for all persons in accordance with the policies of each party and without regard to the race, sex, age, national origin, religious affiliation, disability, veteran status, color, sexual orientation, or ancestry of participants or candidates for participation.