

OGLETHORPE INTERNSHIP SITE AGREEMENT FORM

We are confident that this will be a positive experience for both the student and your organization. The Oglethorpe University internship program is designed to connect students with quality work experiences that deepen their academic, professional and personal development. Oglethorpe students must identify learning objectives and goals for their experiences. This information can be provided to you upon request.

Site Supervisors: Please fill out the following form to confirm your contact information and details about our internship process. **Please sign and date the form and return it to the student.**

This form is required for the student's internship to be approved for academic credit and scholarship eligibility.

If you have any questions about this form or the internship program, please contact:

OU Career Development at nkang@oglethorpe.edu.

INTERNSHIP INFORMATION

Name of the Organization:

Please review the following site supervisor responsibilities and indicate your acknowledgment of these guidelines by signing this form below:

1. Follow the Fair Labor Standards Act for internships. Cut and paste in your browser to view: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>
2. Orient the intern to the following:
 - Workplace culture
 - Policies / Procedures that must be followed
 - Assign work that compliments the learning objectives of the student
3. Provide a safe environment and abide by federal and state workplace laws and regulations.
4. Complete an online midpoint and final evaluation for the student.

Will your internship be paid?

* If no, please ensure that your internship meets DOL criteria:

<https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Are you requiring that the student receive academic credit?

Are you requiring the student work in-person, remote, or both?

Oglethorpe Student Name:

Site Supervisor Name:

Site Supervisor Title:

Department:

Internship Address:

Site Supervisor email:

Site Supervisor phone number:

Please provide a description of the intern's responsibilities. The National Association of Colleges and Employers (NACE), identifies these below criteria as a legitimate internship. This may be helpful when writing your position description.

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
- It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.

- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Provide the internship position description below or attach to the end:

Due to COVID-19, Oglethorpe University recommends students work remotely for the duration of their internship. However, there may be circumstances where the in-person experience cannot be replicated remotely. Should any Oglethorpe University student be present in your workplace at any time, you hereby attest that your workplace will follow all local, state, and federal guidelines to ensure a safe working environment.

I understand my responsibilities and agree to adhere to the above guidelines:

Please sign below:

Signature:

Date: