



OGLETHORPE

CAREER DEVELOPMENT

Oglethorpe University 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.

If you have any questions about this form or the internship program, please contact OU Career Development at careerservices@oglethorpe.edu.

Internship Information

Organization Name

Site Supervisor Name

Site Supervisor Title

Department

Internship Site Address

Site Supervisor Email

Site Supervisor Phone Number

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. Details at this link
<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 final evaluation for the student.

Will your internship be paid? (If not, please follow the above link and ensure that the internship meets DOL criteria)

YES

NO

Name of Oglethorpe Student

Are you requiring that the student receive academic credit?

YES

NO

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

In-person

Remote

Both (hybrid)

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

Internship start date

Month Day Year

Internship end date

Month Day Year

Hours of work per week

I understand my responsibilities and agree to adhere to the above guidelines. **Please sign below:**

Signature

Date