

Radford University
Interdisciplinary Studies in Liberal Arts
Internship Manual
August 2021

Philosophy and Objective

The Internship Program is designed to provide the IDSL major with an opportunity to practice theories, methods, and skills learned in other coursework in an applied setting. Participation in this program will expose students to the qualifications and requirements of various public and private agencies and give them the experience to meet those requirements. Participating agencies will permit students to become involved in the work of their agency and, if possible, be allowed to make contributions.

The learning outcomes of the IDSL Internship:

1. Communicate effectively with appropriate audiences both in writing and orally
2. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments
3. Function as an effective member of a work team or group in a specific practice setting
4. Illustrate how theories and knowledge from both focus areas can be used with clients in a specific practice setting
5. Articulate how knowledge and theories from the two focus areas are integrated in a practice setting

Credit Hours & On-Site Hour Requirements

The credit hours for the internship will range from 1 to a maximum of 12 credit hours. Only three IDST 499 credit hours may count toward the requirement for major. Any hours above those three will count as general elective credits toward the 120 hours required for graduation.

The work hour requirements vary by the number of credit hours for which one is enrolled. For every one credit hour, the student is expected to complete approximately 40 hours *on site*. This is *in addition to* the time needed to complete the academic component of the internship.

Minimum Academic Requirements

The following minimum standards have been established for acceptance into the IDSL Internship:

1. The student's cumulative grade point average should be at least 2.0.
2. The student must be an IDSL major.
3. The student must be off academic probation for one full semester preceding internship placement.

Internship Admission Student Checklist

The following list of tasks must be completed as part of the Internship enrollment:

Read this IDSL Internship Manual

Select an Internship cooperating agency and agency supervisor

Submit the *Radford University Student Internship Agreement* (Appendix E; also found on the Internship page of the IDSL website) to the IDSL Director including the signatures of the student, the internship faculty instructor, and the site supervisor. The agreement must be in place before students can earn internship credit on-site.

Submit the RU IDSL Statement of Intern Responsibilities and Learning Goals (Appendix B) to the IDSL Director

The IDSL Academic Advisor or IDSL Director will review internship candidates' plans and programs of study prior to enrolling students in IDST 499.

Student Responsibilities

Students seeking internships are expected to:

1. Work with the Site Supervisor to develop the Statement of Intern Responsibilities and Learning Goals (Appendix B)
2. Provide the Site Supervisor with a copy of the Radford University IDSL Program Internship Manual.
3. Arrange a work schedule with the Site Supervisor and report the work schedule to the Faculty Advisor during the first week of the semester (or as soon thereafter as possible).
4. Report to the participating agency dressed and groomed in a manner suitable to the job situation.
5. Be punctual and reliable. The Site Supervisor must be contacted if the student will be absent or late. All time missed must be made up.
6. Complete all work, written or otherwise, assigned by the agency.
7. Complete all course requirements (see course requirements and syllabus; Appendix A and B).
8. Keep a running log of number of hours worked on site.
9. Become familiar with personnel and agency policy pertaining to ethics, security, confidentiality of records, etc.
10. Become sufficiently involved within the agency to understand the day-to-day operations.
11. Become familiar with the policies under which the participating agency operates.
12. Attend meetings with Faculty Instructor / Advisor as requested.
13. Complete all academic work assigned by the Faculty Instructor / Advisor for the internship (such as weekly journal, online discussions, or a portfolio)
14. Contact Faculty Instructor / Advisor with any problems or grievances that may arise with the placement and/or with the Agency Supervisor
15. Attend one mid-semester meeting with the Faculty Instructor / Advisor or the IDSL Director.
16. Complete the Internship Report (see Appendix D)

Faculty Instructor / Advisor Responsibilities

The following is a list of major responsibilities of the Internship Faculty Advisor:

1. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
2. Provide participating agency supervisors with mid-semester and final evaluation forms and confirm that these documents are completed and returned to the IDSL Director in a timely manner.
3. Make contact with the agency supervisor within the first two weeks of the semester explaining her/his role in the internship experience.
4. Act as a liaison between the student and the agency supervisor addressing any grievances that develop from either side.
5. Work with the student intern to develop the academic component of their internship that encourages the student to make connections between their IDSL knowledge and skills and their field experience by establishing regular meetings with students, weekly journals, or some other semester-long system for encouraging engagement with the experience and IDSL knowledge and skills.
6. Maintain accurate records of contacts with participating agencies, supervisors, and student performance.
7. Ensure adequate progress regarding the number of required on-site hours during the semester.
8. Ensure that the total number of required hours is completed by the end date of the internship.
9. Determine a final grade from the agency final evaluation (60%) and academic work submitted by the student, including the Internship Report (40%).
10. Assist the participating agency in developing a meaningful internship program for the student.

Participating Agency Responsibilities

The following is a list of major responsibilities to be used by the participating agencies in the management and supervision of each IDSL intern:

Designation and Paperwork

1. Complete the *Radford University Student Internship Agreement*.
2. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
3. Complete both a mid-semester and final evaluation of the student's performance. The Faculty Advisor will provide the agency with all necessary forms. The agency representative is to review the contents of the performance evaluation with the student, discuss areas in need of improvement and suggest steps to meet these needs.

Relations with Faculty Instructor / Advisor

The Site Supervisor shall

1. Provide the Faculty Advisor with contact information.
2. Participate with the Faculty Advisor in developing a meaningful experience for the student.
3. Work with student and Faculty Advisor to resolve any grievances.

Agency Environment

1. Determine, through mutual agreement, the student working hours; agencies should be flexible in scheduling to enable the student to complete the internship by the agreed upon end-date
2. Allow the student to begin placement during the first week of the semester.
3. Orient the student to the agency's expectations of appropriate dress, policies pertaining to confidentiality of information and records, and any other expectations of student interns.
4. Provide a formal or informal training program to familiarize the student with the function and operation of the agency.
5. Familiarize the student with the various community resources, professional services, and databases used by staff members.
6. Allow the student to become as involved with the clients served as appropriate to the specific agency.

Academic Requirements

The student is expected to fulfill all requirements listed on the Course Syllabus (Appendix A) as well as those under "Student Responsibilities" (page 2). As is indicated in the syllabus, 60% percent of the student's grade will be determined from the final evaluation conducted by the agency supervisor. The remaining 40% percent of the student's grade will be determined from the quality of academic activities completed, including completion of the Internship Report (Appendix D). The specific academic activities will be negotiated by the student and the Faculty Advisor. The actual grade will be assigned by the Faculty Advisor.

Evaluation & Grading System

The student will be evaluated twice by the agency supervisor during the semester. A mid-semester evaluation will be used only to assist the student in identifying strong areas as well as those areas where improvement is needed. Only the final evaluation will be used in determining the final grade. The final evaluation accounts for 60% of the final grade. The other 40% of the course grade is determined by academic work (determined in part by the required Internship Report, as well as journals, a presentation and/or portfolio—all to be determined by the student and Faculty Advisor).

Internship Exit Student Checklist

The following list of items must be completed **before a grade can be submitted** for an intern:

The RU IDSL Final Student Performance Evaluation (Appendix C) must be received by the Faculty Instructor / Advisor

Faculty Instructor / Advisor confirms the requisite number of on-site hours for the internship are completed

Student submits the required, final Internship Report (Appendix D) to the Faculty Instructor / Advisor along with all other academic requirements

Radford University IDSL Program Internship in Interdisciplinary Studies IDST 499

Required Reading:

IDSL Internship Manual

Course Description:

from the University catalog:

Offers students an opportunity to integrate and apply knowledge and skills gained in the major. An Internship consists of a field-based learning opportunity with a sponsoring organization.

as developed for this session:

The course focuses on active participation in a workplace setting with a goal of exposing students to the essential qualifications and work requirements of the sponsoring organization. As part of the process, participating organizations help students become more proficient and knowledgeable about the specific work skills required for success in the specific field and the immediate, sponsoring organization.

Goals and Objectives:

from the University catalog:

Upon successful completion of the internship experience, students will:

- 1) Gain experience in a work environment related to their areas of study
- 2) Demonstrate their ability to integrate and assimilate ideas from the major
- 3) Recognize the individual and group processes within a specific organizational setting
- 4) Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments
- 5) Describe how their personal values and perceptions relate to other individuals and groups in an organizational setting

Assessment

from the University catalog

Students will be assessed by both the faculty instructor and the site supervisor. Academic assignments will include reflecting on the relationship between students' coursework and their internships, and will likewise include a substantive final product submitted to the instructor.

Student Responsibilities and Dispositions:

Successful students regularly participate in discussions, read, write, and reflect upon their own discoveries and learning. Additionally, students are expected to engage with their organizational duties and the course content at a scholarly and critical level as befits undergraduates beyond the freshman level. Moreover, students in this class are expected to have already developed the positive work habits, appropriate interpersonal skills, and appropriate attitudes and beliefs about the value of education necessary for success in the professional world; further, students should exhibit the ability to work in collaborative settings in large and small groups while demonstrating a commitment to respectful interaction and leadership (when appropriate) with diverse others. Additionally, successful students will earn points toward a final grade through engagement in the following areas:

1. Discussions (200 points):

Combination of intent / attendance / participation and content in 4 topical discussions and 1 introduction.

1.a) Topical Discussion posts earn 5 **attendance / participation** points **each day** a post is submitted up to a maximum of 10 points each discussion topic, 40 points for the semester.

1.b) Discussion posts earn 5 **attendance / participation** points each topic for submitting an initial response before the posted deadline (typically Thursdays, midnight) up to a maximum of 20 points for the semester.

1.c) Discussion posts earn 5 **attendance / participation** points **each response** to an individual classmate's initial post up to a maximum of 10 points each topic (respond to / engage with 2 classmates) if completed before the posted closing date for the topic (typically Mondays, midnight), 40 points for the semester.

1.d) Introductory Discussion posts earn 5 **attendance / participation** points each initial post and 5 **attendance / participation** points each response to a classmate's introduction (respond to / engage with 3 classmates) if completed during the first three weeks of class, up to a maximum of 20 points for the semester.

1.e) Discussion posts earn up to a maximum of 20 **quality** points each topic for a semester total of 80 points for uniformly high quality posts exhibiting insightful thinking and critical exploration of topics, and with excellent background reading evident in the posts. Minimal quality posts consisting of basic affirmations of classmates' ideas will earn a cumulative 3 quality points each topic for a maximum semester total of 12 points. Mediocre or mid-quality posts consisting of some general commentary that adds little to the discussion, but that does contribute to the classroom overall, will earn from 13-19 cumulative quality points each topic for a semester total between 52 and 79 points.

2. Assignments / Evaluations (650 points):

2.a) Agency Supervisor's Evaluation & Hours Log (600 points): The student will be evaluated twice by the agency supervisor during the semester. The mid-semester evaluation will be used only to assist the student in identifying strong areas as well as those areas where improvement is needed. **Only the final evaluation will be used in determining the final grade.** The final evaluation accounts for 60% of the final grade. See the IDSL Internship Manual for evaluation materials, templates, and additional information.

2.b) Reflective Report (50 points): 400-500 word reflective statement of learning included in the Internship Final Report.

Additional instructions for each of the assignments above will be posted as the semester progresses.

Instructor Responsibilities:

Instructors are responsible for possessing expert but not omnipotent knowledge of the content associated with this course. Additionally, instructors are obligated to assist students in understanding the intent and execution of all assignments and are likewise obligated to review and return those assignments promptly; furthermore, instructors encourage and, whenever possible, enhance student learning and discovery by providing a stimulating and inquiry-oriented as well as maximally risk-free learning environment. Finally, I am solely responsible for evaluating individual student learning and calculating a specific grade.

Evaluation:

Final grades will be calculated on the following scale:

- A = 920 - 1000 pts Consistently exemplary attendance and work completed to the highest standard.
- A- = 900-919 pts
- B+ = 880-899 pts
- B = 820 - 879 pts Consistently outstanding attendance and work completed to a high professional standard.
- B- = 800 - 819 pts
- C+ = 780 - 799 pts.
- C = 720 - 779 pts Consistently competent attendance and work completed to a minimal professional standard.
- C- = 700-719 pts
- D = 600 - 699 pts Consistently inadequate attendance and work completed or incomplete and unprofessional.
- F = 0 - 599 pts .. Inconsistent, incomplete, poor quality work coupled with unprofessional behavior and attendance.

Attendance: Required. Online discussion posts and log-ins constitute attendance. In the regular, 14-week semester, initial posts are typically due on a Thursday, midnight, deadline (deadlines posted in Discussion threads) with follow-up responses to classmates due on a Monday, ten days following. Participants must post on two separate days in all topics for maximum attendance / participation credit.

Netiquette:

Participants in an online community are expected to adhere to the following principles of conduct:

- 1) Participants treat one another with respect by taking the time to read and respond in a thoughtful way.
- 2) Participants encourage one another regardless of individual proficiency in the online classroom.
- 3) Participants are alert and aware of the need for care in choosing ones words in commentary, both to avoid confusion and mis-read tone or intent.
- 4) Participants are patient and recognize that online communication takes time.
- 5) Participants are aware that certain behaviors are grounds for disciplinary action, up to and including expulsion. Such behaviors include:
Inflammatory Behavior (mocking, shouting, cursing, humiliating, or discrimination).
Disrespectful Behavior (tone and presentation are extremely important).
Offensive Behavior (graphic terminology, sexual discussions, swearing, or any pornographic resources). Discriminatory Behavior (derogatory statements about race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, or veteran status will not be tolerated).

Honor Code:

This class will be conducted in strict observance of the Radford University Honor Code.

Students with Disabilities:

If you are seeking academic accommodations under the Americans with Disabilities Act, you are required to register with the Disability Resource Office (DRO). To receive academic accommodations for this class, submit your documentation to the DRO in the lower level of Tyler Hall Suites 54-69, by fax to 540-831-6525, or by email to dro@radford.edu. Once documentation is received and reviewed, you will be contacted by your Disability Services Specialist (DSS) to complete an interview. Notification will be sent to you via RU email when your accommodation package is ready. When you have picked up your package, you will meet with each course professor, during office hours, to discuss your accommodations. For more information, visit www.radford.edu/dro or call 540-831-6350.

Technical Support:

For technical support, refer to the online D2L help guide, located in the toolbar along the top navigation. If you are unable to find an answer in the guide, contact the Radford University Help Desk.

Radford University IDSL Internship Statement of Intern Responsibilities and Learning Goals

In the semester prior to the internship experience or at the beginning of the internship semester, the student, in conjunction with the site supervisor should develop a statement of the anticipated responsibilities and learning goals for the internship.

Anticipated Responsibilities:

Learning Outcomes:

1. Communicate effectively with appropriate audiences both in writing and orally
2. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments
3. Function as an effective member of a work team or group in a specific practice setting
4. Illustrate how theories and knowledge from both focus areas can be used with clients in a specific practice setting
5. Articulate how knowledge and theories from the two focus areas are integrated in a practice setting

Student Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

Radford University IDSL Internship Student Performance Evaluation

_____ Mid-semester

_____ Final (check one)

Intern Name: _____

Agency Name: _____

Intern's Major Responsibilities: _

Agency Representative: Please evaluate the student in each of the following areas. Upon completion of the evaluation, please review the results with the student. The review should emphasize major strengths as well as areas in need of improvement and the student's potential for continued work in the field. In the area provided under each evaluation factor, please write a brief justification for each rating that is placed in the "Needs Improvement" or in the "Exceeds Expectations" category.

Factors	Needs Improvement	Meets Expectations	Exceeds Expectations
1. Quality of Work:			
• Completeness	_____	_____	_____
• Neatness			
• Accuracy in oral expression	_____	_____	_____
• Accuracy in written expression	_____	_____	_____

2. Quantity of Work			
• Amount of work completed	_____	_____	_____
• Promptness in completing assigned tasks	_____	_____	_____

Factors	Needs Improvement	Meets Expectations	Exceeds Expectations
3. Initiative			
• Resourcefulness	_____	_____	_____
• Self reliance	_____	_____	_____
• Degree of initiative	_____	_____	_____
• Degree of supervision needed	_____	_____	_____

4. Dependability			
• Reliability	_____	_____	_____
• Promptness and attendance	_____	_____	_____
• Ability to follow agency rules and regulations	_____	_____	_____

5. Relations with people			
• Effectively communicates with clients	_____	_____	_____
• Effectively communicates with staff	_____	_____	_____
• Functions as an effective team member	_____	_____	_____

6. Job knowledge. Understanding of			
• Job	_____	_____	_____
• Agency functions	_____	_____	_____
• Assigned tasks	_____	_____	_____

7. Professionalism

- Demonstrates professionalism _____
- Complies with the code of ethics appropriate for the work setting _____

Agency Remarks: _____

Signature: _____
Agency Representative (Evaluator) Date

Student Remarks: _____

Signature: _____
Student Date

Upon completion, please submit to the D2L dropbox or email to the faculty instructor / advisor.

Internship Report Guidelines

Each intern is required to submit a final Internship Report, including a short 400-500 word reflective statement. Students should follow the guidelines below.

Cover Sheet:

- Student's Name:
- Site Name:
- Semester/Year taken:
- Site Supervisor's Name:
- Faculty Instructor / Advisor Name:

Body of Report:

- I. Descriptive Preamble: Describe your internship site and assignment. What is the organization's mission and goals? What was your organizational position and role?
- II. Theoretical Framework: What concepts and theories (theories might address human or organizational behaviors, management practices, developmental issues, educational models and practices, palliative or rehabilitative care, etc.) from your two concentration areas particularly applied to the work you did during the internship experience? Particularly consider theories most relevant to your experience and how those theories were observable in the actions and behaviors of other people, and in agency programs or projects in which you participated.
- III. Examples: Explain, with at least two examples, how this experience involved or connected with your two concentration areas.
- IV. Reflective Statement (400-500 words): What did you learn from this experience about your own career goals? Does this type of work interest you as a career choice?

Reference Page:

Citations should follow a standard format, typically APA or MLA. At least 2 academic sources should be included (typically at least one source taken from each theoretical area of concentration).

RADFORD UNIVERSITY INTERNSHIP AGREEMENT

COLLEGE/DEPARTMENT: _____	DATE _____
DOMESTIC (WITHIN U.S.) INTERNSHIP: _____	City/State of Internship: _____
INTERNATIONAL INTERNSHIP*: _____	Country of Internship: _____
COURSE TERM/YEAR: _____	Course Prefix & No.: _____
Course Title: _____	Minimum Total Hours Required: _____ Semester Credit Hours: _____

STUDENT INTERN INFORMATION

Name: _____ ID#: _____ Cumulative GPA: _____

Address: _____

E-mail: _____ Phone: _____

Emergency Contact: _____ Relation to Student: _____ Phone: _____

<i>University Faculty Internship Supervisor Contact</i>	<i>Agency Internship Supervisor Contact</i>
Name: _____	Agency Name: _____
Address: _____	Address: _____
Phone: _____	Agency Supervisor Name and Title: _____
Fax: _____	Address _____
E-mail: _____	Phone: _____ Fax: _____
	E-mail: _____

This Agreement is entered into this _____ day of _____, 20_____, between _____ (name of Agency), hereinafter called the "Agency", _____ the "Student Intern", and Commonwealth of Virginia, Radford University, hereinafter called the "University".

***International Internships Only:** International internships must be certified by the International Education Center (IEC). Students must complete required paperwork, purchase international health and accident insurance as required, and pay an administrative fee (IEC Certification must be attached).

A. STUDENT INTERN

Throughout the duration of this Agreement, the Student Intern will be responsible for:

- Understanding** that he/she must follow all internship policies and procedures specified by his/her individual college and/or department;
- Understanding** that he/she must perform duties and tasks punctually. Prior to requesting the Agency to take time off from work for any university requirements, the Student Intern must first obtain the consent of the Faculty Internship Supervisor. Student Interns will not be allowed to take academic work for credit that conflicts with the regularly scheduled work hours of the internship;
- Understanding** that the Agency retains overall supervisory responsibility for and authority over Student Intern's work effects and over all operational matters, and that Agency will maintain administrative and professional supervision of Student Intern at all times while Student Intern is present at the Agency. If Student Intern has any questions or concerns regarding Agency policies and procedures, the conduct of the program, Student Intern's duties in the program, or any other issues related to Student Intern's presence at Agency, Student Intern will consult with his or her Agency Internship Supervisor or other supervisor at Agency. Student Intern agrees to work cooperatively with Agency staff to maintain an environment of quality learning;
- Understanding** that he/she will not publish or permit others to publish any materials relative to any internship, which materials have not been previously reviewed and approved for publication by both the Agency Internship Supervisor and the University Faculty Internship Supervisor;
- Understanding** that his or her opportunity to participate in an internship at the Agency is at the discretion of the University and at the ultimate discretion of the Agency, and that either -- University or Agency may, upon written notice to Student Intern and to the other party, immediately withdraw Student Intern at any time from an internship based upon any criminal or fraudulent activity on

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the part of the Student Intern, perceived lack of competency on the part of the Student Intern, Student Intern's failure to comply with the rules and policies of the University or Agency, Student Intern's failure to comply with the terms and conditions of this Agreement, or for any reason for which either the University or Agency reasonably believes it is not in the best interest of the program for the Student Intern to continue. The Student Intern may also be subject to disciplinary action, which could result in suspension from the University in addition to failure in the course. Any Student Intern who is terminated must notify the Faculty Internship Supervisor immediately;

6. **Understanding** that tasks performed by Student Interns are part of a planned and scheduled program of work and that absence from work necessitates re-planning and rescheduling of work expected of that Student Intern. Therefore, in case of sickness or other emergency that necessitates the Student Intern's absence from work, the Agency Internship Supervisor should be notified as early as possible. A Student Intern may not leave the internship without prior approval of the University Faculty Internship Supervisor and the Agency. Student Interns are subject to the University policies regarding class;
7. **Understanding** that if it becomes necessary to withdraw from the internship the Student Intern will be subject to the University policies regarding course and University withdrawals;
8. **Understanding** that in the event that he/she is receiving financial compensation for the internship, it is understood that during the period of the internship, the Student Intern is to give primary concern to the accomplishment of internship objectives and secondary concern to his/her status as a paid Student Intern;
9. **Understanding** that there may be professional fees associated with the internship and that the Student Intern will be informed of those fees by the Agency prior to the confirmation of the internship;
10. **Understanding** that this agreement is not to be construed as an employment contract or promise of future employment.

B. UNIVERSITY

Throughout the duration of this Agreement, Radford University will be responsible for:

1. Reviewing and evaluating the proposed objectives of each individual Student Intern as they relate to the internship position description supplied by the Agency;
2. Providing the following documentation for each Student Intern: *College/Departmental Requirements, Student Learning Objectives, and Student Evaluation Criteria*;
3. Evaluating the Student Intern's progress;
4. Assigning the Student Intern's grade for the internship after receiving input from the Agency;
5. Addressing Agency concerns or problems related to the administration of the internship program as a whole, or of an individual Student Intern.

C. AGENCY

Throughout the duration of this Agreement, the Agency will be responsible for:

1. Providing a job description(s) to be used by the University Faculty Internship Supervisor (s) and Student Intern (s) to determine appropriateness of the internship;
2. Providing the Student Intern with periodic assessment of progress and a written evaluation of the Student Intern no later than the last week of the internship;
3. Providing the Student Intern with adequate information and instruction of safe, effective functioning in the workplace;
4. Making the final selection of Student Interns in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statutes;
5. Furnishing the University with the name of a specific person within the Agency to serve as a point of contact for liaison, communications, etc. (this may be specific for each Student Intern or a single individual for all Student Interns);
6. Abiding by state and federal laws applicable to employment; and,
7. Agreeing to receive no remuneration for this program.

D. INSURANCE VERIFICATION / PERSONAL INJURY STATEMENT

1. Does Student Intern have personal health insurance (individually purchased, through parents or through an employer)?

Note: Some internship sites require a Student Intern to have health insurance coverage. Check appropriate response.

_____ Yes

_____ No, I do not have personal health insurance. I understand that any medical care, including emergency care, I might receive will be my sole expense and responsibility.

_____ (Student Intern initials)

2. Radford University students who are engaged in internships under the teaching supervision of University faculty, whether on or off campus are protected by tort liability (including medical malpractice) through a program of self-insurance under the Commonwealth Risk Management Plan. The self-insurance program with set coverage limits is authorized in § 2.2-1837, 2.2-

RADFORD UNIVERSITY INTERNSHIP AGREEMENT

1838, 2.2-1839 and 8.01-195.4, 8.01-195.5 and 8.01-195.6 of the *Code of Virginia* and administered by the Department of the Treasury, Division of Risk Management. This coverage extends to those students who act within the scope of their approved course internship activities. Activities outside the approved scope and acts of negligence are not covered.

- 3. Personal Injury Statement: I acknowledge the benefits received from my experience as a Student Intern and in consideration thereof, I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency named above.

E. TERMS OF AGREEMENT

- 1. This Agreement becomes effective on the date of acceptance and signature by the University, the Student Intern, and the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not affect a Student Intern currently serving in an internship position.

This Agreement shall be in effect for the following period: Begin Date: _____ End Date: _____

- 2. This Agreement is not to be construed as an employment contract or promise of future employment.
- 3. This Agreement shall remain in effect beyond the end date specified above if the Student Intern is unable to complete the required hours by the end date and the University and the Agency agree that the Student Intern may complete the required hours after the end date.

F. STATEMENT OF EQUAL OPPORTUNITY

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries about this policy may be directed to the Executive Director of Human Resources, 600 Tyler Avenue. Telephone: voice (540) 831-5008; hearing impaired (540) 831-5128.

Agency certifies that it is an equal opportunity employer by signing below.

SIGNATURES

WITNESSTH that the Internship Agency, the University, and the Student Intern in consideration of mutual covenants, promises and agreement herein contained, agree to the provisions as stated.

Student Intern _____ Date: _____

Agency Representative _____ Date: _____

University Faculty Internship Supervisor _____ Date: _____

Department Chair or Department Academic Internship Coordinator _____ Date: _____
(Under signature delegated authority of Director, Procurement & Contracts)

G. FORM DISTRIBUTION

- 1. Changes to this document are not allowed without prior authorization from Radford University Director of Procurement & Contracts.
- 2. Original of this completed form will be given to Radford University Registrar (POB 6904)
- 3. Copies of this completed form will be given to Radford University Academic Department or College, University Faculty Internship Supervisor, the Department of Procurement & Contracts (POB 6885), Student Intern, and Agency.

RADFORD UNIVERSITY INTERNSHIP AGREEMENT

INTERNSHIP AGREEMENT PROCEDURES [ID PC-004-
IA] EFFECTIVE JULY 2013

PROCEDURES AND DISTRIBUTION OF INTERNSHIP AGREEMENT:

- A. ANY CHANGES TO THE OFFICE OF ATTORNEY GENERAL (OAG) APPROVED RADFORD UNIVERSITY INTERNSHIP AGREEMENT MUST RECEIVE PRIOR APPROVAL BY THE DIRECTOR OF PROCUREMENT AND CONTRACTS, OR DESIGNEE, BEFORE PROCEEDING TO NEXT STEP. CONTACT PROCUREMENT AND CONTRACTS (540) 831-5419.
- B. ACADEMIC AREA (COLLEGE/DEPARTMENT) PROVIDES INTERNSHIP AGREEMENT TO STUDENT INTERN
- 1) STUDENT INTERN COMPLETES INTERNSHIP AGREEMENT
 - 2) STUDENT INTERN OBTAINS APPROVAL FROM ACADEMIC AREA TO SEEK APPROVAL OF THE AGENCY
 - 3) STUDENT INTERN SIGNS INTERNSHIP AGREEMENT
 - 4) STUDENT INTERN OBTAINS SIGNATURE OF AGENCY REPRESENTATIVE
 - 5) STUDENT INTERN RETURNS COMPLETED INTERNSHIP AGREEMENT TO ACADEMIC AREA (COLLEGE/DEPARTMENT)
 - 6) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR SIGNS INTERNSHIP AGREEMENT
 - 7) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR SENDS INTERNSHIP AGREEMENT TO DEPARTMENT CHAIR OR DEPARTMENT ACADEMIC INTERNSHIP COORDINATOR TO SIGN
 - 8) DEPARTMENT CHAIR OR DEPARTMENT ACADEMIC INTERNSHIP COORDINATOR SIGNS INTERNSHIP AGREEMENT THEN RETURNS ORIGINAL TO UNIVERSITY FACULTY INTERNSHIP SUPERVISOR
 - 9) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR:
 - a) - REGISTERS STUDENT INTERN FOR COURSE ,
- PROVIDES STUDENT INTERN WITH A COPY OF INTERNSHIP AGREEMENT,
- RETAINS A COPY OF THE INTERNSHIP AGREEMENT, AND
- SENDS ORIGINAL INTERNSHIP AGREEMENT TO REGISTRAR'S OFFICE (POB 6904);
 - OR,**
 - b) - RETAINS A COPY OF THE INTERNSHIP AGREEMENT
- GIVES ORIGINAL TO STUDENT INTERN
- STUDENT INTERN TAKES ORIGINAL INTERNSHIP AGREEMENT TO REGISTRAR'S OFFICE TO REGISTER FOR COURSE,
 - c) SENDS A COPY OF THE INTERNSHIP AGREEMENT TO PROCUREMENT AND CONTRACTS (POB 6885)
 - 10) REGISTRAR'S OFFICE RETAINS ORIGINAL DOCUMENT
 - 11) PROCUREMENT AND CONTRACTS ENTERS INFORMATION IN COBBLESTONE: FILE NAME: IA- FY__-[AGENCY]
- C. REFERENCE:
PROCEDURE ID: PC-004-IA
MEMORANDUM FOR THE RECORD: AUTHORITY TO CONTRACT DATED JULY 1 2013