

## **Student Internship Agreement and Information**

### **Internship Terms and Conditions**

This agreement between the Huizenga College of Business and Entrepreneurship at Nova Southeastern University and the student has been developed because NSU has a high degree of interest in the success of our students while in their internship program. The purpose of the Huizenga College internship is to ensure that course learning outcomes are achieved: perform specific job functions in the field of choice under supervision; apply specific academic knowledge, skills, and values to tasks in the work setting; apply a successful strategy for achieving professional personal goals.

#### **Section A: Student Responsibilities**

1. The student acknowledges that the internship accepted is not formal employment and meets the NACE ([National Association of Colleges and Employers](#)) guidelines for defining a legitimate internship: an experience which integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.
2. The student understands that a university-sponsored internship requires current enrollment at NSU in good academic standing and meeting specified credit and GPA requirements.
3. The student agrees to adhere to the NSU code of conduct and all university policies and procedures while participating in the internship.  
<http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf>. The student will also observe standard business etiquette practices.
4. The student agrees to work under the guidance of a professional staff member designated by the organization during the course of the internship. It is assumed that the student understands that dialog with the Supervisor concerning position duties and performance expectations is a vital part of the internship.
5. During the internship period, the student is expected to comply with all the organization's standard policies and procedures. This includes confidentiality regarding information and data of the organization.
6. Registration for the appropriate internship course requires prior authorization by the Academic Contact. The student cannot begin working at an internship prior to registration. The term starting date is the first day of the internship unless previous arrangements have been made with the Academic Contact. Retroactive credit is never given. Students must maintain educational activity throughout the duration of the registered semester.
7. Assignments will be submitted through Canvas, the Web-based course-management system used by NSU, within the student's specific internship course.
8. Quitting an internship after signing this agreement makes a student ineligible to apply for another internship.

**Section B: International Students:**

1. International students with F-1 Visas must meet specific requirements before employment authorization by NSU's Office of International Affairs.
2. Full-time in Huizenga College students may intern with an organization on a paid basis for one semester, with the option of an extension for the following semester, through the CPT (Curricular Practical Training) Program and internship course registration. International students may not begin their internship prior to the start of the semester.
3. Prior to issuance of the CPT employment authorization, the student must submit an Offer Letter of Employment from the company indicating the duties of the position with starting and ending dates of the internship.
4. International students realize that they alone assume responsibility for remaining in legal status under INS (Immigration and Naturalization Service) Regulations during the period of an internship.

**Section C: Termination of an Internship:**

1. Communication between the internship course professor, the internship organization, and the student is vital to the success of the internship.
2. An internship may be terminated by the internship course professor in some rare cases, such as absenteeism, insufficient supervision, student incompetence, unprofessional behavior from supervisor or student, or a medical/family emergency.
3. Concerns of any nature need to be brought to the attention of the internship course professor or the Academic Contact during the first four (4) weeks of the internship relationship in order to be considered as a basis for a termination.

By checking this box, I state that I understand and agree to abide by the student agreement above.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_

Supervisor Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Attach a copy of the internship position description as provided by the organization and submit to the Office of Career Development.**

## **Internship Organization Agreement**

Return prior to onset of internship.

Organization's Name: \_\_\_\_\_

Division/Area: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Intern's Name: \_\_\_\_\_

Internship Starting Date: \_\_\_\_\_

Internship Ending Date: \_\_\_\_\_

Number of Hours to be Worked Each Week: \_\_\_\_\_

This agreement is between the Huizenga College of Business and Entrepreneurship at Nova Southeastern University (NSU) and the sponsoring organization. The focus of NSU's Internship Program is to facilitate work experience and foster quantitative and qualitative skills reflecting the standards of academia and professional development of the student.

Your participation exhibits your interest and commitment to the internship program and to the growth and development of NSU students as business professionals.

### **Section A: Role of Nova Southeastern University**

1. During the internship period, the Academic Contact will act as the intermediary between the student and organization regarding administrative and academic requirements.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Maintain communication with the Supervisor and clarify NSU policies and procedures.
4. Maintain organization confidentiality of any information related to the internship.
5. Uphold any additional policies and procedures that are mutually agreed upon in advance in writing between NSU and the Supervisor.

### **Section B: Organization Responsibilities**

1. A NSU graduate business student who participates in the Internship Program is *not considered to be employed* at a formal job, but rather is temporarily hired for the strict purpose of an internship. An employment offer may not follow the internship.

2. The internship period is 16 weeks during the fall and winter semesters and 12 weeks during the summer with a minimum 200 hours. An intern may work full-time, but the internship period will remain the same.
3. The employer recognizes that the student may be attending classes full-time on campus (2 or 3 days per week, evenings, or on weekends), and thus internship hours need to be flexible to fit the school schedule and academic workload.
4. The employer must designate a professional supervisor who will guide the intern on a daily basis.
5. The Supervisor agrees to submit at least one report evaluating the student's performance.
6. The organization will provide a safe working environment and foster professional and ethical business conduct. The organization will be responsible for the safety of the student during the internship period.
7. The organization will assign duties that are career-related, developmental, progressive, and challenging. The organization will provide a copy of the job description to be attached to this document.
8. For Paid Positions Only: agrees to pay a stipend to the student based on past experience, the demands of the internship position, and the number of hours the student will work. Select this box to indicate that this is a paid position.

### **Section C: Termination**

1. Concerns of a dissatisfactory nature should be brought to the attention of NSU immediately.
2. In rare cases, an internship may be terminated by NSU (i.e. absenteeism, insufficient supervision, unprofessional behavior from supervisor or student, or a medical/family emergency).

### **Section D: U.S. Department of Labor, Fair Labor Standards Act**

According to the U.S. Dept. of Labor, Wage and Hour Division, "If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage." <http://www.dol.gov/whd/> Fact Sheet #71.

If your internship is unpaid and you are a "for-profit" private sector employer, consult the Fact Sheet for the specific criteria which need to be met.

***I agree that I am acting as a representative of the organization and accept the above mentioned responsibilities and regulations as outlined by Nova Southeastern University's Huizenga College for the purpose of the Internship Program.***

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***Organization Representative***

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***Date***