



**Middle Georgia  
State University**

SCHOOL OF INFORMATION TECHNOLOGY

## **INTERNSHIP AGREEMENT**

This document represents an agreement among {**student name, student ID#**}, hereafter referred to as the "Intern", {**name of the organization**}, hereafter referred to as the "Organization", and the School of Information Technology faculty sponsor {**faculty member's name**}, on the conditions of the Intern's internship with the Organization to be completed {**semester, year**}.

**General Requirements:** A project requiring work equivalent to a three-semester-hour upper-level University course is necessary for the completion of this internship. This project should consist of at least 150 hours of actual work on task(s) normally associated with the Information Technology profession. The faculty sponsor will determine the applicability of any tasks that are questionable. A minimum of 150 hours effort is required for a passing grade. Student credit hours earned will be applied towards a baccalaureate degree in Information Technology from Middle Georgia State University.

**Internship Organization Requirements:** The Organization agrees to provide opportunities for the Intern to put into practice pertinent knowledge and skills gained through the Intern's University coursework in Information Technology. The internship project(s), as described in the Internship Proposal document, will permit exposure to varied facets of the Information Technology field. If the Organization is the Intern's regular employer, internship activities must be outside the Intern's normal range of duties. The Organization will provide the necessary work space and facilities for completion of the internship project(s).

The Organization Supervisor, hereafter referred to as the "Supervisor", has read and approves the Internship Proposal description. The Supervisor agrees to provide directed supervision of Intern activities, conduct regular performance reviews with the Intern, and report periodically to the faculty sponsor (as requested by the faculty sponsor) on the Intern's progress in meeting internship requirements.

At the end of the semester when the Intern uploads his/her *Internship Final Report* to the ITEC 4701 class web site, the faculty sponsor will email the Supervisor an *Internship Supervisor Evaluation Form* which the Supervisor will complete and return to the faculty sponsor by email or fax. This form constitutes the Supervisor's evaluation of the Intern's success in completing goals specified in the Internship Proposal. This evaluation is used, along with other documentation, to determine the Intern's grade.

**Intern Requirements:** The Intern will negotiate an internship project or projects (having an identifiable start and end) with the Organization and submit a detailed *Internship Proposal* prior to beginning any work on the internship. Normally, an internship consists of between 150-225 hours with 150 hours being the minimum necessary for a passing grade.

The Intern will upload regularly scheduled reports and forms to the ITEC 4701 class web site and provide a copy of each report and form to the Supervisor. The schedule for these documents will be on the class web site. If available and appropriate, the Intern will provide the faculty sponsor with documentation of work completed.

The Intern will comply with all dress code and conduct requirements of the Organization. Failure of the Intern to comply with these requirements will be reported to Middle Georgia State University for disciplinary action and may result in probation and/or termination from the Internship Program. Students must abide by the Middle Georgia State University Code of Conduct as noted in the Middle Georgia State University Student Handbook.

Near the middle of the semester the Intern, in consultation with the Supervisor, will prepare and upload the *Internship Mid-term Progress Report* to the ITEC 4701 class web site. This report will evaluate the internship experience thus far and the Intern's success in completing the goals specified in the *Internship Proposal*.

At the end of the internship period, the Intern, in consultation with the Supervisor, will prepare and upload the *Internship Final Report* to the ITEC 4701 class web site. This report will evaluate the internship experience and the Intern's success in completing the goals specified in the *Internship Proposal*.

Also, at the end of the internship period, the Intern will complete and upload the *Internship Student Evaluation Form* to the ITEC 4701 class web site. This form will be used by the School to evaluate the internship experience and to make improvements to the internship course.

**Faculty Sponsor Requirements:** The faculty sponsor will evaluate the *Internship Mid-term Progress Report* to determine satisfactory progress. With permission of the Organization, the faculty sponsor may visit the Intern and the Supervisor at the place of work to view activities and review progress. In consultation with the Supervisor and the Intern, the faculty sponsor may approve changes to the internship project. The faculty sponsor will use the *Internship Proposal*, the *Internship Mid-term Progress Report*, the *Internship Final Report*, the *Internship Supervisor Evaluation Form*, and the *Internship Student Evaluation Form* to evaluate the Intern's performance and assign a grade for ITEC 4701, {semester, year}.

**Liability:** While working for the Organization, the Intern will be under the sole direction, control and supervision of the Organization. The Intern understands and agrees that Middle Georgia State University will not be liable for any Organization directed Intern activity. Any activities with apparent or the reasonable possibility of danger or injury are outside the intended scope of this Internship. The Intern and the Organization will assume full responsibility for any connection with such activities.

### Internship Working Schedule

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

The intern will be working \_\_\_\_\_ days a week, (please delete the days you will not work)

SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, AND SATURDAY;

, \_\_\_\_\_ hours a day, from \_\_\_\_\_ until \_\_\_\_\_ o'clock.

Total number of working days \_\_\_\_\_ Total number of working hours \_\_\_\_\_

**Agreement Verification:**

I agree to complete the work described in the *Internship Proposal* for {Organization} and agree to all conditions set forth in this *Internship Agreement* document.

**{Student's Name}**

Intern's Signature: \_\_\_\_\_

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

I have read the *Internship Proposal* for the internship of [Intern's Full Name] at [Organization] and agree, on behalf of [Organization], to the conditions set forth in this *Internship Agreement* document.

**{Organization Supervisor's Name}**

**{Organization Supervisor's Title}**

**{Organization Supervisor's email}**

Organization Supervisor's Signature: \_\_\_\_\_

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