

BLUE MOUNTAIN COLLEGE
POLICY 2.28 INTERNSHIPS

Student Internship Application

Form 2.28.02

Student's Name: _____ Student ID No.: _____
BMC Email Address: _____ Phone: _____
Academic classification (*Circle one*): ____ Jr. ____ Sr. Major: _____ GPA: _____

Course Prefix: (Academic area prefix in which you are doing the internship) _____

Indicate how many credit hours you plan to earn (dependent on number of hours you work):

- ___ 1 hour undergraduate credit for a minimum of 45 hours on the job
- ___ 2 hours undergraduate credit for a minimum of 90 hours on the job
- ___ 3 hours undergraduate credit for a minimum of 135 hours on the job
- ___ 4 hours undergraduate credit for a minimum of 180 hours on the job

Convincing documentation must be presented for more than 4 hours of undergraduate credit in an internship.

Inclusive dates of internship: _____ to _____
(month/day/year) (month/day/year)

Company/Agency _____

On-the-Job Supervisor (please print name) _____

Signature of on-the-job supervisor* _____

*(*Alternately, present some form of written confirmation that this student has been selected to intern at this company/agency)*

APPLICANT: Attach immediately behind this page a copy of your resume and a copy of the approved internship site (available from your faculty advisor).

The Student Intern acknowledges personal responsibility for the internship commitment and promises to perform in a professional manner. The Student hereby releases and discharges BLUE MOUNTAIN COLLEGE from all claims, demands, or damages which may arise as a result of participation in said program and agrees to indemnify and hold harmless BLUE MOUNTAIN COLLEGE, its agents, officers, and employees from any and all loss, damage, or expense incurred as a result of participation.

Student Signature

Date

Faculty Supervisor Signature

Date

Department Chair Signature

Date

Provost's Signature

Date

STUDENT MUST APPLY FOR INTERNSHIP BY DEADLINE AS STATED IN THE INTERNSHIP HANDBOOK

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CONTRACT BETWEEN STUDENT INTERN AND FACULTY SUPERVISOR

The student intern and faculty supervisor agree that the **GOALS** of the internship will be as follows:

1. To provide a real-world setting in which the student can apply the knowledge and skills learned in the classroom.
2. To give the student an opportunity to produce materials which can be placed in the student's portfolio—materials that demonstrate accomplishments related to his or her academic discipline.
3. To allow the student to develop a strong work ethic while working in a supervised work environment that will prepare the student for the demands of full-time employment after graduation.
4. To afford the student an opportunity to develop job leads and work references to support his or her career pursuits after graduation

The student intern and faculty supervisor agree that the Evaluation Process of the internship will be as follows:

The faculty supervisor will initiate a minimum of two contacts with the student and the supervisor during the internship.

The criterion to be used in determining the grade a student intern will earn in his or her internship will be based on points earned in the Grading Rubric (found in the Internship Handbook).

Student Intern Signature

Date

Faculty Supervisor Signature

Date