

FGCU – Internship Agreement and Registration

This internship course is designed as an academic component to supplement an internship experience, allowing students to earn academic credit. This requires an approved internship opportunity taking place simultaneously with the course in order to participate in and successfully complete the course requirements. Internships should be a learning experience for the student in a career path they are exploring, supervised by a professional in the field who already does the job. By engaging in this experience, both student and employer acknowledge and confirm that the internship opportunity meets the **critical components of FGCU-affiliated internships**, as follows:

- Create clear learning objectives related to students' professional goals and academic coursework
- Engage student-interns in authentic tasks considered meaningful to the organization to encourage practical application of academic coursework and skills development in a professional setting
- Provide supervision by an experienced professional in the field (who is not related to the intern) in which the intern will be working, who is accessible, supportive, and able to provide routine feedback
- Provide student-interns with clear guidelines regarding internship expectations, as well as organization rules, policies, and culture
- Ensure a clean, safe, and comfortable environment which includes resources, equipment, and facilities necessary to support learning goals
- Compensate student-interns fairly and accordingly (typically more than minimum wage) when possible
 - For more information on unpaid internships, please refer to the Fair Labor Standards Act Fact Sheet #71, found here: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

FGCU-Affiliated Internship Safety Acknowledgement

In our current public health climate, all students enrolled in Internship are asked to acknowledge the following statement as part of the Site Safety Survey assignment:

Due to the COVID-19 pandemic, I acknowledge there are additional risks in participating in face-to-face experiential learning and that I have been made aware of these risks and understand there are remote alternatives to in-person experiences, and have chosen to voluntarily engage in face-to-face experiential learning. In participating in the in-person experiential opportunity, I assume the risks of engaging in this activity and agree to comply with the facility's directives regarding personal protective equipment, social distancing and vaccine requirements.

FGCU Department of Communication & Philosophy, Internships

This course is instructed by Niki Mann, Internship Coordinator for the Department of Communication & Philosophy at FGCU. For any issues, concerns, or questions regarding this course, please feel free to contact Niki via email at nmann@fgcu.edu or phone at (239) 745-4687.

Internship course enrollment for SPC 4941, JOU 4940 and PHI 3941 will be authorized by the Internship Coordinator and overrides granted once a completed internship agreement and registration form is received and the internship site is approved.

For general questions regarding the use of Eagle Career Network, please contact the ICP Office via email at icp@fgcu.edu.

INTERNSHIP AGREEMENT AND REGISTRATION FORM

Student Information

Last Name: _____ First Name: _____ UIN: _____

Major: _____ Email: _____@eagle.fgcu.edu

Total Credit Hours (Completed): _____ Previous Internship Credit Hours Completed: _____

How did you find this Internship? _____

How many credit hours of Internship will you register for this semester? (1 credit = 45 hours) _____

I have been informed of the requirements of the FGCU internship course and understand I will be responsible for working all hours and completing all course assignments on time. Late assignments solely up to me will result in a grade of zero. All assignments must be completed before receiving a final grade.

Student Signature: _____ Date: _____

Employer Information and Approval of Internship

Company: _____ Supervisor Name: _____

Supervisor E-mail: _____ Supervisor Phone: _____

Supervisor Title: _____

Company Address: _____

Estimated start date: _____ Estimated end date: _____ Estimated total hours: _____

Paid or Unpaid: _____ In-person, Remote, or Hybrid: _____

Three learning goals of this internship are:

1. _____

2. _____

3. _____

Four activities the intern will perform to achieve these learning goals:

1. _____

2. _____

3. _____

4. _____

I have been informed of the requirements of the FGCU internship program and understand I will be responsible for providing the student intern a planned, supervised program of career related experiences, evaluate the student twice during the semester using the provided form and will verify the total internship hours worked by responding to an email from Eagle Career Network during the last week of the semester. Each credit hour the student is registered for = 45 working hours.

Supervisor Signature: _____ Date: _____