INTERNSHIP AGREEMENT FORM

University of Detroit Mercy
College of Humanities, Arts & Social Sciences

Instructions: Students who wish to participate in an internship and receive academic credit for an internship course (LAC 3100, 3200, or 3300), must have an Internship Agreement Form on file with the Internship Coordinator. To be considered for approval, this form must be completely filled out and include signatures from all parties.

STUDENT INFORMATION (To be completed by the student)

Student Name: _____ Student ID: To_____

Student Email: _____ Student Phone: _____

Major: _____ Minor: _____

Anticipated Graduation: _____
Semester Year

Internship: _____
Semester Year

Internship Course(s): ☐ LAC 3100 ☐ LAC 3200 ☐ LAC 3300

Internship is: ☐ Paid ☐ Unpaid

How did you obtain your internship: ☐ University job lead

☐ College job lead ☐ Recruiting agency ☐ Current employer

☐ Online job board/search ☐ Friend/family job lead ☐ Other_____

INTERNSHIP AND EMPLOYER INFORMATION (To be completed by the Internship Site Supervisor/Mentor)

Company Name: _____

Street Address, City, State, Zip: _____

Supervisor/Mentor Name: _____ Title: _____

Supervisor/Mentor Email: _____ Phone: _____

Internship Position Title: _____ Department: _____

Hours Per Week: _____ Hourly Rate/Salary: _____

Start Date: _____ End Date: _____

Type: ☐ Virtual ☐ On-Site ☐ Hybrid (Enter Days/Hours On-Site:_____)

Internship Description: On a separate page, attach offer letter (preferred) or description of student's job duties.

Student Disclaimer

- I certify that my answers are true and complete to the best of my knowledge.
- I understand and agree to the responsibilities expected of me during the internship. I will complete any necessary training prior to the internship (if applicable). I will adhere to the agreed upon work schedule and to the internship site's policies, procedures, and/or work rules as well as to the Student Code of Conduct. I will provide my employer with high quality work performance. I am aware of the compensation agreement that has been made for the work I will be completing; that this is a learning experience, and that I am not entitled to a job upon the completion of the work experience.
- I will meet my department's and CHASS's requirements to receive academic credit.
- In consideration of being permitted to participate in an internship at the company listed herein, myself, heirs, administrators, and assigns forever discharge University of Detroit Mercy, its officers, trustees, employees and agents, from any and all actions, causes of action, claims, charges, demands, complaints, damages, injuries, costs, loss of services, expenses, and compensation on account of or arising while in, on, en route, to or from this internship.

Supervisor/Mentor Disclaimer

- I certify that my answers are true and complete to the best of my knowledge.
- I agree to supervise this student and provide ongoing instruction, periodic feedback, and constructive input throughout this formal training experience. I ensure that the student's learning goals are addressed.
- I agree to remain consistent to the internship description, monitor the intern's performance, and return the supervisor/mentor evaluation(s) to the Internship Coordinator by the designated date(s).
- I attest that the employing organization adheres to an equal opportunity employment policy and does not discriminate against potential candidates.
- The working arrangement is an agreement between the company and student. I agree to compensate the student according to the agreed-upon rate.
- In the case of an unpaid internship: I attest that the intern is not replacing a regular permanent employee.
- I agree to abide by the Department of Labor guidance on paid/unpaid internships, adhere to all state and federal child labor laws, and provide a safe work zone.
- I agree to fully cooperate with any investigation involving the student, both initiated by the internship site, and investigations initiated by University of Detroit Mercy. This includes, but is not limited to, Title IX, Discrimination/Harassment/Retaliation, Student Conduct, or any violation of School/Internship Site Policy, Procedures, and/or Rules.

We have discussed the topics listed above, and understand our roles, expectations, and requirements during the term of this internship.

Student Intern Signature: _____ Date: _____

Intern Supervisor/Mentor Signature: _____ Date: _____