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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | Request for Addition to *LIst of Approved Internship Sites* Internship program | | | | | | | | | | | | | | |
| Date: | Internship Job Title: | | | | | | | | | | | | |
| Site Information | | | | | | | | | | | | | |
| Company name: | | | | | | | | | | Non-Profit? | | □YES | □NO |
| On-Site Supervisor\*, Title, & Department: | | | | | | | | | | | | | |
| Phone: | | | Fax: | | | | E-mail: | | | | | | |
| Company address: | | | | | | | | Website: | | | | | |
| City: | | | | | | | State: | | | | ZIP Code: | | |
| *\*Attach an educational vita for the On-Site Supervisor justifying his/her qualification to supervise the internship.* | | | | | | | | | | | | | |
| Departmental Information | | | | | | | | | | | | | |
| Academic Department: Communication | | | | | | | | | | | | | |
| Academic School: Christian Studies & the Arts | | | | | | | Department Chair: | | | | | | |
| Faculty Internship Supervisor: | | | | | | | | | | | | | |
| Required Major: | | | | | # Hrs. Credit: 3 | | | | # Hrs. on Job (160 min) | | | | |
| Compensation\*\*: □Unpaid □Wage/Stipend Rate: | | | | | | | | | | | | | |
| *\*\*Fill in the FLSA justification section below if this is an* ***unpaid*** *internship.* | | | | | | | | | | | | | |
| Internship educational information | | | | | | | | | | | | | |
| Brief Description of Internship: | | | | | | | | | | | | | |
| Formal Job Description: | | | | | | | | | | | | | |
| LEARNING AGREEMENT | | | | | | | | | | | | | |
| Primary Learning Objectives: (What will the intern do, what skills will the intern gain? | | | | | | | Specific Tasks to Accomplish: (How will the intern do it? Include workshops, assignments, duties, etc.) | | | | | | |
|  | | | | | | |  | | | | | | |
| SIGNATURES (Signifying agreement to the responsibilities associated with this internship) | | | | | | | | | | | | | |
| On-Site Supervisor: | | | | | | | | | | | Date: | | |
| Faculty Supervisor: | | | | | | | | | | | Date: | | |
| Department Chair: | | | | | | | | | | | Date: | | |
| COMMITTEE APPROVAL SECTION (TO BE COMPLETED BY INTERNSHIP COMMITTEE CHAIR) | | | | | | | | | | | | | |
| Committee Approval: | | Yes: | | No: | | Approval Email Date and Time: | | | | | | | |
| VPAA Approval: | | | | | | Approval Email Date and Time: | | | | | | | |
| Internship Approval Number: | | | | | | | | | | | | | |
| \*DOL FLSA ***UnPaid*** Internship Justification | | | | | | | | | | | | | |
| *For each of the criteria below, please justify how your site will comply. All criteria* ***must*** *be justified or the internship cannot be approved. It is the responsibility of the Company/Site to comply with these criteria.* | | | | | | | | | | | | | |
| 1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment. | | | | | | | | | | | | | |
| 1. The internship experience is for the benefit of the intern. | | | | | | | | | | | | | |
| 1. The intern does not displace regular employees, but works under close supervision of existing staff. | | | | | | | | | | | | | |
| 1. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded. | | | | | | | | | | | | | |
| 1. The intern is not necessarily entitled to a job at the conclusion of the internship. | | | | | | | | | | | | | |
| 1. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship. | | | | | | | | | | | | | |