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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.) |
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| 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.
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| 1. The internship experience is for the benefit of the intern.
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| 1. The intern does not displace regular employees, but works under close supervision of existing staff.
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| 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.
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| 1. The intern is not necessarily entitled to a job at the conclusion of the internship.
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| 1. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
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