

Elective Internship Agreement Form

American Public University System (APUS), is comprised of American Military University (AMU) and American Public University (APU).

The term *Student* and *Intern* will be used interchangeably to refer to the individual participating in the educational experience.

General Information – For Student

Your internship is intended to be a hands-on learning experience. This is your chance to take classroom learning and put it to use in a real-world setting. To that end, internships taken for credit must meet the following three components to ensure appropriate learning outcomes:

- 120 hours or more at the site per 3 credit hour course;
- In-class participation; and
- A final course project.

For those *not* taking this for credit, a minimum of 40 hours will be required at the site.

The *Elective Internship Agreement* is comprised of two parts. The first, the Student Conduct Agreement, must be read, initialed, and signed by the student. The second, the Internship Site Learning Agreement, should be started by the Student, and then completed by the Site Supervisor. Both documents must be returned together to your APUS point of contact no later than five business days before the course start date.

Student Conduct

Please initial by each statement after reading thoroughly

_____ During the internship, you are representing not only yourself, but APUS, its students, faculty, staff and alumni. Your performance and attitude will have implications beyond you and beyond this experience. You will uphold following the APUS Student and Faculty Honor Code as stated in the Student Handbook.

_____ You are governed by your site’s employment policies, procedures, dress code and standards of conduct, as applicable. To avoid misunderstandings, it is recommended that you obtain clear guidelines from your site supervisor before you begin.

_____ Your commitment to on-site work for the internship is like any commitment to an academic class. Permissible work absences include illness or other serious circumstances; you are responsible for notifying your site supervisor of absences according to their policies and procedures, as well as your APUS point of contact.

_____ Any changes in your internship status (removal, cutback of hours, dismissal, etc.) must be reported **immediately** to your professor.

I understand and have read the information above and agree to comply at all times. I also understand it is my responsibility to contact my faculty member should possible harassment situations exist at my site.

Student Name: _____

Student ID: _____

Signature: _____

Date: _____

Internship Site Learning Agreement

For Student to Fill Out:

Student Name:

Student ID:

Hours per week:

Estimated Total Hours:

Start Date:

Estimated End Date:

Internship will be taken for (check one):

Academic credit

No academic credit

Organization/Company Name:

For Site Supervisor to Fill Out:

Project/Internship Description:

Expectations/Outcomes/Goals from this work:

By signing below, I acknowledge and understand the internship description, expectations, outcomes and goals as outlined above. The Site Supervisor has thoroughly discussed this information with the Student, who is responsible for successful completion of the specified expectations under the Site Supervisor’s guidance and mentorship. The Site Supervisor agrees (i) to complete an exit interview, where he/she will evaluate the Student’s performance as part of the internship, and (ii) subject to any necessary changes, to sign the verification of hours form supplied by the Student. The exit interview evaluation and hours verification form will be shared with appropriate APUS faculty and staff to assess the Student’s course completion status and will factor into the Student’s final grade in the internship course. The Site will provide a safe environment in compliance with all federal and state guidelines and laws, and will inform APUS and students of hazardous conditions and unusual circumstances that may create unsafe conditions.

Supervisor Name _____

Date _____

Supervisor Signature _____

Date _____

Student Signature _____

Date: _____