

Liberal Arts and Sciences International Internship – IDS4940

This form represents one step in a three-step application process. All steps must be completed by the posted application deadline for the semester. The full internship course application process includes:

Step 1. IDS4940 Application Form [this form] – to be completed by you and your supervisor. Note that to qualify for credit, the internship **MUST** be for 50 hours per credit over a period of no fewer than 10 weeks during the term. Email the digital copy to Christine Richmond at crichmond@advising.ufl.edu.

Step 2. Email Notification – You will be notified via your GatorLink e-mail whether or not your internship position is approved to earn credit. If approved, proceed to Step 3 below.

Step 3. UF International Center application - Once this application form is approved you must also complete the application process with the International Center if you will be earning credit. The UFIC application fee is \$200 plus approximately \$38/month for international insurance travel/health insurance.

I. STUDENT INFORMATION - To be completed by the student

Name _____ UFID _____

Email _____ Phone _____

Company Name & Internship Title _____

Start Date _____ End Date _____ Hours Per Week _____

Select a Term: Summer C Fall Spring Credit Hours (0-3):

Student's Goals/Learning Objectives for the internship: What do you intend to learn through this experience?

Learning Activities: Describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, meetings, etc., that will be a part of your internship, relating them to your learning objectives

II. EMPLOYER LEARNING AGREEMENT - To be completed by the Internship Supervisor. Please print.

Supervisor's Name _____

Supervisor's Phone _____ Email _____

Company/Organization _____ Department _____

Address of Internship Location _____

Internship Start Date _____ End Date _____ Hours Per Week _____

The intern will work alongside me, the supervisor, in a space designated for the intern on my business premises (or virtual) where I will provide daily supervision. *Please initial to confirm:* _____

Intern's Responsibilities and Duties

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Supervision: Describe the supervision to be provided by your organization. What kind of orientation, instruction, consultation, feedback, assistance, and/or mentorship will the student receive?

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Please indicate if the internship will be in-person or virtual: In-person Virtual

III: AGREEMENT & CONSENT - To be signed by Internship Supervisor and Student.

Internship Supervisor: In signing below, I, the supervisor, verify the following:

- my organization is an established for-profit, nonprofit or governmental entity recognized as such within my professional community;
- my organization is bonded and/or holds sufficient business and liability insurance to cover students interning on my business premise (if applicable) and with my organization;
- my organization has a professional, informative website at which students can research my organization;
- my organization complies with the Department of Labor's Fair Labor Standards Act (U.S. organizations) and my internship pays a fair wage, a legal stipend or meets each of the six criteria outlined by the Department of Labor for an unpaid internship [explore the FLSA criteria at <http://1.usa.gov/9HJ8Eh>];
- I will communicate with my interns using my organization's professional email address;
- I will provide my interns with direct and daily supervision and guidance and I will be accessible to my interns on a regular basis;
- I will provide work space for my intern (in-person internships) with the necessary resources to complete the internship duties and course requirements;
- I will assign meaningful learning tasks/projects that are consistent with the internship description;
- I will complete student midterm and final evaluations as required by the internship course; and
- my interns will be working in a professional, established working environment.

Supervisor signature: _____ Date: _____

Student: In signing below, I, the student intern, acknowledge and accept the following:

- I understand that The University of Florida has no control over any hazards to which I may be exposed during the internship and I do not hold the University liable for any accidents that may occur;
- I will adhere to all personnel rules, regulations, and other standard requirements of the host organization;
- I have appropriate computer and internet access to complete all assignments;
- I understand it is my responsibility to learn about and obtain any necessary visas or other authorizations to travel to and work in the country of my internship. A minimum age of 18 may be required.
- I agree with all components of the Learning Agreements and agree to carry out the objectives, strategies and methods of the agreement promptly and to the best of my ability;
- I authorize The University to confirm my course enrollment status with my internship supervisor;
- I understand and agree to the grading policy for this course, and I understand that it is my responsibility to track the progress of my grades during the course;
- I have read the syllabus and understand that within the specified date range: I must complete the internship; I must complete the agreed upon weekly hours; and I must properly complete the course assignments to pass this course;
- I understand I must register with the UF International Center and pay applicable fees;
- I understand that if I fail to adhere to this agreement, I will not receive a passing grade or the corresponding academic credit for this course.

Student signature: _____ Date: _____

COURSE CONTACT INFORMATION

College of Liberal Arts and Sciences, University of Florida

Farrior Hall | 205 Fletcher Drive, Gainesville, FL 32611

352.392.1521 | Internship@advising.ufl.edu | <https://www.advising.ufl.edu/lsinternship>