

SUPA INTERNSHIP AGREEMENT & REGISTRATION FORM

The student must complete this form, secure all three signatures, and submit the form to the Graduate Advisor before enrolling in the Internship-for-credit elective course.

Eligibility requirements:

- 1. Internship form must be approved by major professor to register the Internship-for-credit course.
- 2. Maximum credit is 3 hours.

This form must be completed and approved before a student may register for the internship course and before the activities for which credit is requested have begun. Internships are graded on a pass/fail basis. No incomplete 'I' grading is available in this course.

Parties to the Agreement

1. STUDENT: _____

EMAIL: _____ Expected Graduation Date: _____

EMPHASIS AREA: _____

2. EMPLOYING/SPONSORING ORGANIZATION: _____

Telephone _____ e-mail _____

Supervisor's name/title _____

3. MPA Director : _____

Duration of Internship

Expected duration of internship: from _____ to _____ (month,day,year)

Hours work per week: _____

Nature of Work

Nature of work and expected product(s)

The student, employer/sponsor (E/S) and SUPA program agree to the following internship conditions:

1. The E/S will provide the student intern with a meaningful professional work experience.
2. The E/S will evaluate the student for his/her performance during the period of internship on the SUPA form provided and submit this form within seven calendar days prior to the completion of the internship. The E/S supervisor will provide the intern feedback on his/her performance and coaching opportunities for a reflective on-the-job learning experience.
3. The intern is expected to perform at his/her highest level commensurate with his/her education and talent, and to be appreciative of the effort expended by the E/S in giving this opportunity to the student. The intern is expected to abide by the specified conditions of employment as a regular employee.
4. For academic credit the intern is expected to keep a weekly journal of lessons learned during the internship, complete the Student Internship Report, and submit: (1) the journal, (2) "Student Internship Report," and (3) the supervisor's "Student Intern Performance Evaluation" to his/her major professor no later than the last day of classes of the semester in which the student enrolled the internship course. No incomplete 'I' grading is available for this course.
5. The SUPA Program will give 3 semester credit hrs of academic credit for 300 hours (equivalent to 20 hrs per week for 15 weeks) worked during the semester (spring or fall) and 275 (equivalent to 25 hrs per week for 11 weeks) during the summer semester.

If applicable, attach a copy of the job description to this form and include the amount of compensation provided.

Accepted by:

Name and signature of student intern _____

Date _____

Name and signature of employer/sponsor supervisor _____

Date _____

Name and signature of MPA Director _____

Date _____

Received by graduate advisor: _____ Date _____

Contact: Dr. David Coursey, MPA Program Director
Telephone (817) 272-0416, FAX: (817) 272-5008.