

# RADFORD UNIVERSITY INTERNSHIP AGREEMENT

## STUDENT INTERN INFORMATION

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Phone: \_\_\_\_\_

### *University Faculty Internship Supervisor Contact*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### *Agency Internship Supervisor Contact*

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_







# RADFORD UNIVERSITY INTERNSHIP AGREEMENT

INTERNSHIP AGREEMENT PROCEDURES [ID PC-004-IA]

EFFECTIVE JULY 2013

PROCEDURES AND DISTRIBUTION OF INTERNSHIP AGREEMENT:

- A. ANY CHANGES TO THE OFFICE OF ATTORNEY GENERAL (OAG) APPROVED RADFORD UNIVERSITY INTERNSHIP AGREEMENT MUST RECEIVE PRIOR APPROVAL BY THE DIRECTOR OF PROCUREMENT AND CONTRACTS, OR DESIGNEE, BEFORE PROCEEDING TO NEXT STEP. CONTACT PROCUREMENT AND CONTRACTS (540) 831-5419.
  
- B. ACADEMIC AREA (COLLEGE/DEPARTMENT) PROVIDES INTERNSHIP AGREEMENT TO STUDENT INTERN
  - 1) STUDENT INTERN COMPLETES INTERNSHIP AGREEMENT
  - 2) STUDENT INTERN OBTAINS APPROVAL FROM ACADEMIC AREA TO SEEK APPROVAL OF THE AGENCY
  - 3) STUDENT INTERN SIGNS INTERNSHIP AGREEMENT
  - 4) STUDENT INTERN OBTAINS SIGNATURE OF AGENCY REPRESENTATIVE
  - 5) STUDENT INTERN RETURNS COMPLETED INTERNSHIP AGREEMENT TO ACADEMIC AREA (COLLEGE/DEPARTMENT)
  - 6) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR SIGNS INTERNSHIP AGREEMENT
  - 7) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR SENDS INTERNSHIP AGREEMENT TO DEPARTMENT CHAIR OR DEPARTMENT ACADEMIC INTERNSHIP COORDINATOR TO SIGN
  - 8) DEPARTMENT CHAIR OR DEPARTMENT ACADEMIC INTERNSHIP COORDINATOR SIGNS INTERNSHIP AGREEMENT THEN RETURNS ORIGINAL TO UNIVERSITY FACULTY INTERNSHIP SUPERVISOR
  - 9) UNIVERSITY FACULTY INTERNSHIP SUPERVISOR:
    - a) - REGISTERS STUDENT INTERN FOR COURSE ,
    - PROVIDES STUDENT INTERN WITH A COPY OF INTERNSHIP AGREEMENT,
    - RETAINS A COPY OF THE INTERNSHIP AGREEMENT, AND
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**OR,**

    - b) - RETAINS A COPY OF THE INTERNSHIP AGREEMENT
    - GIVES ORIGINAL TO STUDENT INTERN
    - STUDENT INTERN TAKES ORIGINAL OFFICE TO REGISTER FOR COURSE,  - c) SENDS A COPY OF THE INTERNSHIP AGREEMENT TO PROCUREMENT AND CONTRACTS (POB 688