



HIGH POINT UNIVERSITY

Internship Responsibility Agreement

Organization/Site Supervisor Responsibilities

Recognizing and appreciating the value of experiential learning for students, the organization agrees to the following responsibilities:

- 1.) Provide a positive, supportive learning environment in which the intern may participate in the organization's programming and/or management functions.
- 2.) Designate a qualified professional to serve as the site supervisor; provide a meaningful orientation for the intern to the organization's purpose, services, clientele, operating practices, and latest trends. Make available space, supplies, and other resources needed for completing assignments.
- 3.) Harassment in any form, including sexual harassment, will not be tolerated in this work environment. This behavior may include using explicit language, gestures, graphics, verbal or nonverbal suggestions, subtle or overt threats, and the like. If at any time, an intern is made to feel uncomfortable by a coworker, s/he should report the incident to the site supervisor and faculty supervisor immediately. Action cannot be taken if the incident goes unreported.
- 4.) This organization is covered by liability and/or accident insurance. In the unlikely event that an intern is injured in the performance of typical job duties, this organization will assist with the cost of necessary medical care not covered by the intern's personal medical insurance.
- 5.) Complete and discuss with the intern a minimum of 2 evaluations—midterm and final—with emphases on progress made towards learning objectives and plan for continued learning. Submit the written evaluations to the faculty supervisor in a timely manner.
- 6.) Notify the faculty supervisor or The Office of Career and Professional Development immediately in the event the intern's performance becomes unsatisfactory.
- 7.) Appreciate diversity in all its forms and respect various social and political viewpoints; not discriminate on the basis of race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.

Student Intern Responsibilities

Acknowledging and appreciating the mission of the organization, the intern agrees to the following responsibilities:

1. Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed. Respect the organization's reporting structure and follow the policies and procedures of the organization.
2. Communicate effectively with site supervisor, immediate supervisor (if different from site supervisor), and other staff within the organization; accept and apply critiques and suggestions to daily work in an effort to become more productive and/or efficient.
3. Complete and submit to the faculty supervisor and Career and Professional Development office weekly time logs via Purple Briefcase. Complete and discuss with the site supervisor the midterm and final evaluations. Submit the evaluations to the faculty supervisor in a timely manner. NOTE: Evaluation forms are found under the [Internships For Academic Credit Tab](#) located on the Career and Professional Development Website)

4. Communicate with the site supervisor and/or faculty supervisor any issues that may affect the intern's performance of assigned responsibilities or the overall success of the experience.
5. Appreciate diversity in all its forms and respect various social and political viewpoints; not discriminate on the basis of race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.
6. Uphold the High Point University Conduct Code and Honor Code, and act in an ethical manner when on and off campus and while representing the host organization. By signing this agreement, students authorize the Office of Career and Professional Development to review your student conduct history as a part of the application process. Further, understand that if found "responsible" for any violation of University policy while participating in this program, the Office of Student Life is permitted to disclose such information to the Office of Career and Professional Development and could result in your removal from the academic course.
7. Understand the deadline to register an internship for academic credit is contingent on the start date and end date of the internship, and the ability to log future (not past) internship hours. Students can NOT receive retroactive credit. Students must complete the appropriate number of work hours to receive the desired number of credits by the last day of the semester. Students must complete 40 work hours per academic credit.
8. High Point University takes all allegations of sex-based and gender-based discrimination seriously, including sexual harassment. Sexual harassment can be unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and hostile remarks about gender or sexual orientation. For more information about sexual harassment and to report sexual harassment please contact the Title IX Coordinator or visit the HPU Title IX webpage, <https://www.highpoint.edu/title-ix/>. ~ Kayla Rudisel, JD., Title IX Coordinator (TitleIX@highpoint.edu, 336-841-9138)

Faculty Supervisor Responsibilities

Recognizing and appreciating the need for mentoring students in internship experiences, the faculty supervisor agrees to the following responsibilities by approving a student's application through Purple Briefcase:

1. Work constructively and effectively to assist the student in the application process, which may include helping the student find an appropriate internship site and create viable field-specific learning objectives.
2. If possible, faculty are encouraged to visit the internship site at least once during the term in which the intern is working. The visit will include an orientation, led by the intern, to the company in general and the intern's duties specifically. During the visit, the faculty supervisor should meet with the site supervisor and the intern to discuss progress made towards learning objectives and plans to meet other objectives prior to the end of the semester.
3. Maintain consistent contact with the intern to monitor progress and address any concerns that may arise during the internship experience.
4. Provide student with a syllabus. Track weekly time logs submitted by the intern. Review and offer feedback on the midterm and final evaluations submitted by the intern and site supervisor.
5. Submit the final grade for the intern by the date set by the Registrar's Office.
6. Appreciate diversity in all its forms and respect various social and political viewpoints; not discriminate on the basis of race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.
7. High Point University takes all allegations of sex-based and gender-based discrimination seriously, including sexual harassment. Sexual harassment can be unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and hostile remarks about gender or sexual orientation. For more information about sexual harassment and to report sexual harassment please contact the Title IX Coordinator or visit the HPU Title IX webpage, <https://www.highpoint.edu/title-ix/>. ~ Kayla Rudisel, JD., Title IX Coordinator (TitleIX@highpoint.edu, 336-841-9138)

Career & Professional Development Responsibilities

Recognizing and appreciating the skills and experience students gained in internships, Career & Professional Development, agrees to the following responsibilities:

1. Work constructively and effectively to assist the student in the application process, which may include helping the student find an appropriate internship site and create viable general content learning objectives.
2. Communicate with the student to resolve any issues with the application (missing information, internship criteria concerns, etc.).
3. Submit approved internship applications to the Director of Financial Planning, so the student's account is appropriately charged (summer and EDP terms only).
4. Submit approved internship applications to the Registrar's Office, so the appropriate course is added to the student's schedule.
5. Appreciate diversity in all its forms and respect various social and political viewpoints; not discriminate on the basis of race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.

By signing below I acknowledge that I have read and understand the responsibilities listed above, and I agree to uphold my responsibilities based on my role in this agreement, and I understand the roles of others involved.

Student

Date

Site Supervisor

Date

*Career and Professional Development is located in Suite 103 of Cottrell Hall.
For questions, please contact 336.841.9677.*