

MESSIAH COLLEGE

Registration for Academic Credit - INTERNSHIP

(Please type or print)

Student Information

Last Name _____ First Name _____ M.I. ____ ID# _____
 Address (during work experience) _____
 City _____ State _____ Zip _____ Phone _____
 Campus Address _____ Campus Phone _____ Campus Box # _____
 Email (other than campus email – e.g., Hotmail) _____ Date of Graduation _____
 Major _____ Academic Advisor _____ GPA** _____

**Grade Report from IRIS Link must be attached

Credit Registration Information

I am applying for (check option): Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____

Internship Class meets on Tuesday from 5:30-7:30 p.m. This is a letter-graded (A-F) class.

Summer: Only INT 394 credits are available. Pre and Post-Summer class will be scheduled.

<u>Hours/Week</u>	<u>INT394 / Internship & Monthly Class</u>	<u>INT395 / Internship & Weekly Class</u>
10	<input type="checkbox"/> 4 Credits	<input type="checkbox"/> 6 Credits
15	<input type="checkbox"/> 5 Credits	<input type="checkbox"/> 7 Credits
20	<input type="checkbox"/> 6 Credits	<input type="checkbox"/> 8 Credits
25	<input type="checkbox"/> 7 Credits	<input type="checkbox"/> 9 Credits
30	<input type="checkbox"/> 8 Credits	<input type="checkbox"/> 10 Credits
35	<input type="checkbox"/> 9 Credits	<input type="checkbox"/> 11 Credits
40	<input type="checkbox"/> 10 Credits	<input type="checkbox"/> 12 Credits

Site Information

Name of Organization _____
 Address _____
 City _____ State _____ Zip _____
 Supervisor _____ Title _____
 Phone _____ Fax _____ Email _____
 Website www. _____ *(Print clearly. We must have a valid email address.)*
 Your Position Title _____ How much will you be paid per hour? \$ _____
 Hours/Week _____ Start Date _____ End Date _____ Total Weeks _____ (12 weeks minimum)

Job Description and Learning Objectives – Attach a separate word processing document(s) which lists your work responsibilities and at least two (2) learning objectives.

Approval

(By signing below the student affirms, and agrees to, the Guidelines & Policies on the back of this form.)

Student _____ Date _____
 Academic Advisor _____ Date _____
 Internship Center Coor. _____ Date _____

_____	PIN Issued
_____	Initials / Date
OR After Online Reg. Deadline	
Confirm Email to Registrar	
_____	Initials / Date

(The first two signatures must be obtained before turning this form into the Internship Center)

Internship Guidelines & Policies

1. A maximum of 16 credits can be earned toward my graduation requirements via experiential education options (internships, practica). These credits are general elective credits and may not apply toward major requirements unless approved in advance by the academic department. I must submit the appropriate registration forms for these credits prior to the start of the internship.
2. Internships should be substantive experiences that relate significantly to my academic program and/or career goals as determined and approved by the my academic department and the Internship Center.
3. If I use the resources of the Internship Center in arranging a one-semester or summer internship site, I must enroll in one of the Internship Class options.
4. I understand that all academic evaluation and grading will be the responsibility of the Internship Center faculty advisor.
5. I understand that Internships are subject to the academic policies established by Messiah College as interpreted by the Academic Office and the Office of the Registrar.
6. I will pay tuition in accordance with the College's schedule of semester or summer session fees for any credits earned through an internship arrangement.
7. To be eligible for an internship, I must be a junior or senior and have a 2.5 cumulative grade point average and the approval of my academic department.
8. The Messiah College Community Covenant applies toward my behavior during any internship assignment.
9. I understand that permissible work absences include illness or other serious circumstances (keeping pace with coursework or co-curricular activities are not legitimate excusals). I will be responsible to notify the site supervisor and my Internship Center faculty advisor in case of absence.
10. Any changes in my status (layoff, cutback in hours, or dismissal) must be reported immediately to my Internship Center faculty advisor.
11. I am responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the site sponsor.
12. If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I should contact my Internship Center faculty advisor immediately.
13. Due to the nature of an Internship arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by the Internship Center faculty advisor in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition.
14. I am aware of all applicable personal medical needs and have consulted with a medical doctor with regard to them. I have secured health insurance coverage to meet any and all needs for payment of medical costs (including those incurred outside the United States) while I participate in the Internship Program. I assume all risk and responsibility for my medical or medication needs and the cost thereof.
15. I have provided Messiah College with all medical data and any other personal information necessary for a safe and healthy internship experience. There are no physical or mental health-related reasons, or problems, which preclude or restrict my participation in the Internship Program. I assume full responsibility for any undisclosed physical, mental or emotional problems that might impair my ability to complete the internship experience.
16. I understand that the Messiah College Internship Center faculty advisor may take any actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience.

MESSIAH COLLEGE
STUDENT INTERNSHIP AGREEMENT

(This is a release. Please read carefully.)

STUDENTS MUST SUBMIT THIS COMPLETED FORM TO THE INTERNSHIP ADMINISTRATOR WHEN REGISTERING FOR CREDIT.

I, _____, ID# _____ am a student at Messiah College
(student name - please print)

and plan to undertake an internship during: Fall Spring Summer, 20____ at the following location:

(Internship Site)

(city/state/country)

Messiah College itself does not control the way in which the internship work experience and the internship site is structured or operates. In granting academic credit for this internship, the College affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Messiah College credit but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made.

Messiah College does not knowingly approve internship opportunities which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the College and its agents or employees.

INSURANCE COVERAGE

I have sufficient health, accident, disability and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Messiah College does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release Messiah College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the agency with whom I perform my internship, Messiah College has no liability for personal injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship agency.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that Messiah College assumes no liability for personal injury which I may suffer in the course of my internship and agree to be responsible for ascertaining whether my internship agency provides workers compensation coverage for me.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus internship may require a standard of professional decorum. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site as well as to the terms of the Messiah College Community Covenant. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise Messiah College in the eyes of individuals and organizations with which it has dealings, and I acknowledge the College Internship Director's responsibility for setting rules and interpreting conduct for this purpose. I agree that should the College Internship Director decide that I must be terminated from my internship because of conduct that might bring the program into disrepute, or the internship into jeopardy, or violates the Messiah College Community Covenant, that decision will be final and may result in the loss of academic credit.

GENERAL RELEASE

I understand that Messiah College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the internship program. I understand that the Messiah College Internship Program Coordinator may take any actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience.

It is further expressly agreed that the internship site and its use of any and all facilities shall be undertaken by me at my sole risk and that Messiah College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by Messiah College. I release, discharge and covenant not to sue Messiah College, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this internship, excepting only liability due to the negligence or willful misconduct of the College.

STUDENT SIGNATURE: _____ Age: _____ Date: _____