



# BELMONT ABBEY COLLEGE

THAT IN ALL THINGS GOD MAY BE GLORIFIED

## Internship Contract

Date \_\_\_\_\_

Semester \_\_\_\_\_

Year \_\_\_\_\_

Intern (Print Clearly)

E-Mail (Print Clearly)

School Address

City

State

ZIP

Home Address

City

State

ZIP

Cell Phone Number

Dorm/Home Phone Number

Class/Graduation Year

**Major**

Concentration

**Advisor**

Organization Name

Internship Supervisor

Title

Address

Phone

Fax

E-Mail

- The supervisor and intern should each make a copy of the contract before the original is submitted.
- Revisions/additions to the contract may be made by mutual consent of all parties; such revisions shall be documented and filed in the BAC Career Services & Internships Office.
- Termination from an internship will result in failure of the registered internship course.
- Student interns must adhere to all employee rules and regulations as dictated by host organization.
- For a complete copy of Internship Program Policy, please contact BAC Career Services.

*Career Services & Internships • 100 Belmont-Mt. Holly Road • Phone 704.461-6873  
 Fax 704.461-6216 • [www.belmontabbeycollege.edu](http://www.belmontabbeycollege.edu)*

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Learning Agreement: Internship Job Description

The job description is to be determined by the supervisor and must be approved by the Career Services & Internships Office. Please describe the tasks of the intern, in as much detail as possible. This will serve as the written agreement between all parties involved. **You may attach a separate sheet for the job description.** Contract is not valid until approved by the Career Services & Internships Office.

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PAID \$ \_\_\_\_\_  UNPAID

Credit Hours \_\_\_\_\_ Total Work Hours Needed to Achieve Credit \_\_\_\_\_

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I have read the contract and agree to fulfill the duties and responsibilities outlined for the internship and other academic requirements for completion of the internship.

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

I have discussed the internship with the intern and have negotiated and assigned the work components which are identified above. I agree to act as the intern's supervisor.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY Career Services & Internships Office: \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY Faculty Department Advisor \_\_\_\_\_ Date \_\_\_\_\_

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- Contract does not guarantee or promise an intern placement into a full time position upon completion of the internship
  - Host organization agrees to abide by Fair Labor Standards Act and assume liability for the internship