



THE GRADUATE SCHOOL

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PROGRAM: 686/786/787 GRADUATE INTERNSHIP

This form must be completed, signed by both the instructor and the program advisor, and returned to the Graduate School Office. Please note: This completed form does not constitute registration for this course. Once the completed form is reviewed and if approved, the Graduate School will register you for your internship credit.

DATE SUBMITTED: NAME: LAST FIRST MIDDLE

STUDENT ID NUMBER: EMAIL ADDRESS: GPA:

PROJECT IS TO BE UNDERTAKEN DURING: (CIRCLE ONE AND FILL IN SEMESTER YEAR AND CREDITS)
FALL SPRING SUMMER I SUMMER II 20 # OF CREDITS

PROGRAM OF ENROLLMENT:

*COMPLETE THE FOLLOWING UNDER THE GUIDANCE OF YOUR PROGRAM ADVISOR AND SITE SUPERVISOR. REFER TO THE GRADUATE CATALOG FOR COMPLETE COURSE DESCRIPTION.

I. REQUIREMENTS FOR INTERNSHIP CONSIDERATION

- Attach a description of the activities associated with your internship. If one is available, you should use the firm or organization's own job description of the internship; otherwise, provide a 100-word description of your assigned tasks and responsibilities. This should include the number hours you will work each week.
Identify 5 - 7 learning goals and attach them with the description.
Attach a copy of the letter or statement from the organization accepting you as an intern on the firm's letterhead. In lieu of a formal letter, your site supervisor may email Graduate.School@valpo.edu with agreement to host you.

II. POST-INTERNSHIP EVALUATION

Every internship is assigned a grade of Satisfactory (S) or Unsatisfactory (U). To earn an S, you must:

- Complete appropriate hours for internship credit.
Provide a letter of successful and satisfactory completion from your supervisor or organization on the firm's letterhead or a completed Final Site Evaluation signed by your supervisor.
Submit to the Grad Office a 2-3 page summary of the activities and training that enabled you to achieve your learning goals.

No grade will be assigned until these conditions are met.

Be sure to meet with your Program Advisor prior to submitting your internship paperwork to the Graduate School as all programs have unique prerequisites.

NAME OF SUPERVISOR OR CONTACT AT INTERNSHIP SITE:

SPONSORING FIRM OR ORGANIZATION:

ADDRESS:

CITY/STATE/COUNTRY/POSTAL CODE:

SUPERVISOR EMAIL: SUPERVISOR PHONE:

SUPERVISOR'S SIGNATURE: DATE:

PROGRAM ADVISOR'S APPROVAL SIGNATURE: DATE:

GRADUATE SCHOOL DEAN'S APPROVAL SIGNATURE: DATE:

PLEASE NOTE: Incomplete forms will not be processed.

Intern Responsibilities:

1. The Intern will complete all necessary paperwork and assignments required by Valparaiso University, the Graduate Program in which the Intern is enrolled, and the Placement Site.
2. The Intern will complete the appropriate hours for the internship credit.
3. The Intern agrees to perform the assigned duties in a professional and mature manner working to the best of his/her capabilities.
4. The intern agrees to report any problems to the Placement Site Supervisor and the Internship Instructor.
5. Transportation and housing will be the Intern's responsibility unless provided by the placement site.
6. The Intern will adhere to company policy and may be written up or terminated for the same reasons as regular employees.
7. The Intern will complete program requirements including checking Blackboard weekly, journal entries, evaluations, and other activities related to the internship experience. The intern will remain in good financial standing with the school in order to stay registered for the Internship.
8. The Intern will give two (2) weeks notice if terminating this agreement.

Placement Site Responsibilities:

1. The placement site will provide either a full-time or part-time position for this intern which will allow him/her to work the number of hours agreed upon.
2. If standards of work assignments are met, the Intern will be exposed to additional work areas or assignments. The Intern will be supervised by an experienced person.
3. The Placement Site Supervisor will complete all required evaluation forms required by Valparaiso University.
4. The Placement Site Supervisor will review and discuss any / all evaluations with the Intern and the Intern will sign all evaluations.
5. The Placement Site Supervisor will notify the Internship Instructor immediately of any unsatisfactory development with the Internship and will arrange a conference with the Intern when a problem arises.
6. The employer will notify the school, in writing, of any Intern termination.

Valparaiso University / Program Responsibilities:

1. The Internship program is under the direct supervision of the Graduate School's Associate Director of Internships and Academic Services.
2. The Associate Director of Internships and Academic Services may visit or contact the Intern and placement site supervisor throughout the Internship agreement.
3. The Associate Director of Internships and Academic Services will complete all required paperwork from the placement site, the Intern and the University.
4. The Associate Director of Internships and Academic Services agrees to serve as a liaison between the student and placement site in all situations required.
5. The Associate Director of Internships and Academic Services has the authority to terminate the Internship agreement.

No grade will be assigned until these conditions are met.

Be sure to meet with your Program Advisor prior to submitting your internship paperwork to the Graduate School as all programs have unique prerequisites.