

INTERNSHIP/EXTERNSHIP/PRACTICA REGISTRATION FORM

Important: Students will not be registered for an academic internship until the completed *Internship Registration Form* and *Internship Agreement* are submitted to the Registrar. Students are encouraged to submit the completed documents by the drop/add date, but must submit them (together) **no later than the 15th instructional day (third week)** of the semester. The Registrar will register the student and send copies to the student, the faculty supervisor and the on-site supervisor.

Section I: To be completed by student

Student Name: _____ Phone: _____

Address: _____

Major: _____ Hours Earned: _____

I wish to participate in an academic internship through

_____ (Organization)

Winter 20____ Spring 20____ Summer I 20____ Summer II 20____ Fall 20____

My signature below indicates that I understand the procedures for seeking academic credit for an internship experience and the requirements expected of me as described by my faculty supervisor.

Student Signature: _____ Date: _____

Section II: To be completed by the faculty supervisor

_____ I have informed the students of the requirements needed for academic credit or provided written guidelines.

At the successful completion of this internship, _____ hours of credit will be awarded for:

_____ (course number).

Note: 40-50 hours of internship experience = 1 hour of academic credit.

In addition to the evaluation submitted by the on-site supervisor, the student's performance on this internship will be evaluated by the following:

Faculty Supervisor signature: _____ Date: _____

Faculty Supervisor printed name: _____

Internship/Practica Agreement

Between Kentucky Wesleyan College and _____

_____(Organization).

this Internship Agreement, entered into this _____ day of _____, for the
academic year _____, establishes an agreement between Kentucky Wesleyan College and

_____(Organization).

(referred to as The Organization.) It specifies the basis on which The Organization will serve as an educational facility for Kentucky Wesleyan College students assigned with the Organization. The purpose of this agreement is to specify the general activities planned and the assignment of responsibilities between the parties.

A. It is agreed and understood that:

The Organization will serve as an educational facility for students in such number and at such time as the parties mutually agree. The particular facilities to be used, the number of students and the particular supervision-consultation to be provided will be determined by mutual agreement of the parties, as governed by the stated stipulations.

1. Students in this educational program WILL _____ or WILL NOT _____ (initial appropriate choice) receive remuneration. (If WILL receive remuneration, please specify in an Addendum.)
2. Kentucky Wesleyan College does not assume responsibility for or provide insurance against any liability, which might be assessed due to injury to students, or due to negligence or malpractice by students.
3. The Organization DOES _____ or DOES NOT _____ (initial appropriate choice) assume responsibility for or provide insurance for any liability which might be assessed due to injury to students on the premises of The Organization.
4. The Organization DOES _____ or DOES NOT _____ (initial appropriate choice) assume responsibility for or provide insurance for any liability which might be assessed due to negligence or malpractice by the student.
5. The representatives of The Organization and Kentucky Wesleyan College, after consultation between The Organization and Kentucky Wesleyan College, may suspend the participation of the student/intern in the educational program, if, in their professional judgment the student's continued participation in the program would be a detriment to the clients, the student, The Organization and/or Kentucky Wesleyan College.

6. Organization regulations, policies, procedures and goals will be applicable to the students while they are engaged in the internship unless otherwise stated in writing by both parties.
 7. All days and hours for the student's participation in the internship shall be arranged between the KWC student intern and The Organization representative (Field Director).
 8. Students in field practicum will not transport clients at any time in student or Organization vehicles.
- B. The scheduling of activities of students in the internship will be in accordance with the schedule of courses at Kentucky Wesleyan College and will be explored and planned with the appropriate faculty and The Organization in which the field educational program is conducted. Planning of the specifics of the program shall be a joint effort of The Kentucky Wesleyan College Instructor, the student intern and the Organization Field Director. The paramount consideration in determining student assignments and in the implementation of other facets of the educational program will be the achievement of optimum educational opportunities and experiences for the students, while maintaining appropriate safeguards of the clients and Organization standards of service.
- C. Kentucky Wesleyan College will provide a faculty member designed as the College Instructor who will be:
1. responsible to Kentucky Wesleyan College for the attainment of educational goals.
 2. responsible for planning the student's general orientation to the field experience, in consultation with The Organization Field Director.
 3. responsible for the orientation of appropriate Organization personnel to the educational objectives and methods of the educational program.
 4. responsible for providing instruction and educational direction of the student, to provide linkage between the field placement experience and the classroom/academic experience.
 5. responsible, in consultation with The Organization Field Director, in evaluating the student's performance and determining a final grade for the course.

D. The Organization will:

1. provide staff and time for planning, with the Kentucky Wesleyan College Instructor, for appropriate student field learning opportunities.
2. provide staff and time for planning, with the Kentucky Wesleyan College Instructor, for the orientation of students to The Organization's policies, programs, procedures, and objectives.
3. expect that the student will abide by ethical standards of professional practice.
4. provide staff members in addition to The Organization Field Instructor who may be used as supervisors of students in the field program when this is deemed appropriate/ advisable by The Organization Field Director and the Kentucky Wesleyan College Instructor.
5. provide field learning opportunities and assignments necessary to implement the educational objectives.
6. provide suitable environmental accommodations and facilities for the student, compatible with effective learning.

The signatures of the undersigned indicate that the above agreements have been reviewed and approved.

- The student intern acknowledges personal responsibility for the internship commitment and agrees to perform the internship duties in a professional and ethical manner.
- The student intern has been informed of any risks inherent in the work to be performed and knowingly consents to undertake such risks.
- The supervisors endorse the educational goals of this learning experience and agree to provide supervision to assist the student in fulfilling the conditions of this internship:

Signature of Student Intern: _____ Date: _____

Signature of Faculty Supervisor: _____ Date: _____

Signature of On-Site Supervisor: _____ Date: _____

Note: If this form is modified, it will require the signature of the Dean of the College.

For Registrar Office Use Only: Date Received: _____ By: _____ (initials)
Date Registered: _____ By: _____ (initials)

Copy sent to: Student Faculty Supervisor On-site Supervisor Cashier (notify after add/drop)

Date: _____ By: _____ (initials) Financial Aid (notify after add/drop)