**Georgian Court University**

**School of Business & Digital Media**

**Internship Registration Form**

Student Name:

Date:       (mm/dd/yyyy)

Class/ Year of Graduation:

Student ID:

Citizenship:

Cell Phone #:

Major:

Concentration:

Faculty Internship Course Instructor:

Semester of Internship:

Internship Start Date:       Anticipated End Date:

Position Title:

Employer:

Supervisor Name:

Address:

E Mail Adress:       Phone:       Fax:

Number of Hours/Weeks:       Number of Credits:

Type of internship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Student

Please secure signatures in the order below:

1) Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Faculty Internship Course Instructor

2) Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean, School of Business & Digital Media

**Georgian Court University**

**School of Business & Digital Media**

**FOR CREDIT INTERNSHIP CONTRACT**

This is an agreement between       (intern) and       (site supervisor) which outlines the duties and responsibilities of both parties as they relate to the internship to be performed from       to      .

Because an internship is intended to be an academic learning experience as well as a professional one, it is important that tangible objectives be listed. These objectives should be specific and measurable. They will be part of the evaluation at the end of the experience.

The following are the **Learning Goals** that the **Faculty Internship Course Instructor**, work supervisor, and intern have determined should be accomplished by the intern.

1.
2.
3.

Based on the above goals, the **Faculty Internship Course Instructor**, work supervisor and intern agree that the intern will perform the following functions:

The site supervisor and intern understand that the intern will complete       hours for       credits. The site supervisor agrees the intern will perform duties that will enhance the intern's educational experience and gain insight into career goals. The site supervisor also agrees that at the end of the internship they will complete and submit the Intern Evaluation form to the Internship Coordinator. The intern agrees that information about the internship including excerpts from the final paper may be used by Georgian Court for promotional purposes.

The Faculty Internship Course Instructor will review logs, the evaluation and the final paper as well as perform on site visits to the site supervisor. At the completion of the internship the Faculty Internship Course Instructor will assign the proper grade based upon evaluation of assignments.

 Intern\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor name:       Title:

 Organization:       Street address:

 City, State ZIP:       Phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Internship Course Instructor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, School of Business & Digital Media Date