



Preparing people to lead extraordinary lives

Undergraduate Internship/Pt Learning Agreement

Section I—Student Information:

(Please Print)

Student (Last Name, First Name): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Loyola E-mail Address:** _____

Academic Program/Major(s): _____

Section II—Internship Information:

Internship Site (Company/Organization Name): _____

Internship Position/Title: _____

Internship Supervisor: _____ **Supervisor's Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax Number:** _____

E-mail Address: _____

Hourly Wage: _____ (if applicable) **Projected Hours per Week:** _____

Start Date: _____ **End Date:** _____

Section III—Initial Internship Reflection Statements:

Internship Student: How do you feel this experience relates to your career goals?

Internship Employer: Please list specific skills and responsibilities that you will teach the internship student.
(Please attach either a job description or position summary.)

Section VI—Internship Agreement:

The following criteria represent a list of ideal internship descriptors and are to be reviewed by the student and potential employer/intern site host. Its purpose to help the student, potential employer/intern site host and university staff gets on “the same page” in terms of the internship experience, expectations and outcomes. This is not a legal document but a guiding instrument to move the internship site identification process forward with regard to fit and appropriateness. If there questions about any of the following items, please contact the Academic Internship Coordinator as soon as possible.

Student Approval	Employer Approval	Criteria Statement
		Internships are a career-related, pre-professional experience.
		Internships require 10-30 hours per week.
		An internship that is a “good fit” should be able work in unison with a student’s schedule.
		Internships typically last the length of one academic term but may be extended.
		Internships can be paid or non-paid, depending on the employer.
		Internships should not require more than 25% of work time spent on “administrative” tasks that are unrelated to the core business of the company.
		An employer should make a reasonable effort to balance the intern’s learning goals and the specific work an organization needs done.
		An internship includes an “intentional learning agenda” which is built into the experience.

*Loyola University Chicago – School of Business Administration
Academic Internship Program*

		Internship positions should include either a job description or position summary.
		Interns should be regularly evaluated by a qualified supervisor.
		Interns should not be required to perform tasks that any other employee would not be asked to do.
		Interns should be given appropriate physical space in the work environment.
		An internship is in no way a promise or guarantee of a full-time, post-graduation job offer.

Notation of the internship experience on your transcript (when receiving academic credit) is contingent upon completion of the internship experience and all forms required by the Internship Program.

Approval Signatures

Student Signature and Date

Employer Signature and Date

Academic Advisor Signature and Date
and Date

Internship Coordinator Signature

(only if internship is credit-bearing)

Please return this completed form via mail or fax to:

ATTN: Internship Coordinator

Loyola University Chicago • Career Management Services • 1 E. Pearson, Suite 220 • Chicago, IL
60611

Fax: 312-915-7207