

Nicholls State University
College of Business Administration
Department of _____
Internship Cooperative Agreement

The College of Business Administration at Nicholls State University, Thibodaux, Louisiana, recognizes the value to its students of gaining experience in the work place; therefore, we enter into an agreement with _____ (**Sponsoring Organization**) as an internship site for the _____, 20____ (**semester**).

The organization will give _____ (**student intern**) an opportunity to acquaint himself/herself extensively with all phases of the employing organization.

1. The sponsoring organization agrees to:
 - Provide reasonable work experience at the professional level that consists of both supervised training and on the job learning experiences, **not** merely clerical or routine tasks.
 - Provide a **minimum of 150 hours** of work across the course of the semester.
 - Provide adequate training and supervision to ensure that the experience allows the student to achieve learning outcomes.
 - Provide a safe and productive working environment which will help foster professionalism and ethical business conduct.
 - Not discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, sexual orientation or gender identity.
 - Be contacted by the intern's faculty supervisor to discuss the intern's performance.
 - Evaluate the student at least twice, once at mid-term and once at the end of the semester.

2. The student agrees to:
 - Abide by the rules and policies of the internship program and to meet his/her obligations as stated in the syllabus for the course.
 - Understand that participation in the internship program involves risks not found on campus at Nicholls State University and assume them knowingly and willingly.
 - Conduct themselves in a professional and ethical manner, especially regarding punctuality, attire, demeanor, language, and cross-cultural sensitivity.
 - Submit to all forms of screening required by the sponsoring organization.
 - Complete the internship once an offer has been accepted.

3. The term for this agreement shall be _____, 20____ (**Beginning Date**) through, _____
20____ (**Ending Date**).

Student intern (signature required)

Date

Organization Representative (signature required)

Date

Immediate supervisor to intern

Organization Name

PO Box/Street, City, State, Zip

Telephone & Fax

Email

Nicholls State University
College of Business Administration
Department of _____
Internship Job Description & Plan of Work

It is extremely important for all parties to know what to expect from the internship experience. The quality of the experience is contingent upon a clear understanding of expectancies. Prior to the beginning of the internship, a job description and a plan of work for the intern must be submitted. While the job description is general, the plan of work should describe the key responsibilities, tasks and duties the intern will perform. The internship must provide reasonable work experience at the professional level that consists of both supervised training and on the job learning experiences, **not** merely clerical or routine tasks. This is essential for the learning experience of the intern. The job description and plan of work must be approved by the internship director and department head in order for the student to receive academic credit. Since this is a tentative plan, it is subject to change due to the needs of both the student and the organization.

Internship job description: _____

Plan of work: (Use extra sheets if necessary)

Student intern (signature required)

Date

Organization Representative (signature required)

Date

Nicholls Internship faculty supervisor

Date

- CC:** Internship site
Internship director
Faculty supervisor
Student intern