



**INTERN-UNIVERSITY AGREEMENT**

**The intern will:**

1. Complete 270 hours for 1 semester internship or 135 hours per semester over 2 semesters as an undergraduate student at their approved internship site over the course of the semester.
2. Submit all materials on time.
3. Submit a weekly report to track hours, duties and responsibilities in LiveText.
4. Complete the Professionalism Checklist.
5. Complete the Midterm and Final Assessments.
6. Review the Midterm assessment with the Worksite Supervisor and University Supervisor during the Midterm Conference.
7. Review the Final Assessment with the Agency/Business Supervisor and University Supervisor during final weeks of internship.
8. Complete Student Evaluation of Internship and Site Supervisor.
9. Complete a Capstone Project that is agreed upon by the Site Supervisor.
10. Adhere to all policies, regulations and procedures of internship site.
11. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Manual and course syllabus and other material issued by the TED 4700 Internship Team/Professor of Record.

Note: Failure to meet the aforementioned agreement items will affect the final grade.

**The University Supervisor will:**

1. Represent the University in all official arrangements with cooperating agencies/businesses and confer with all Worksite Supervisors.
2. Maintain open communication with the intern and the Agency/Business.
3. Set time and day for all conferences with intern.
4. Make four on-site visits during the semester to observe the intern. Two visits per semester for an internship over a two-semester period.
5. Carefully review and evaluate Professionalism Checklist, Midterm and Final assessments, and internship candidate LiveText hours. Assist with Capstone Project preparation, and any additional information presented and determine the final grade for the intern.

I hereby acknowledge that the items explained in this agreement constitute the formal basis for an educational experience between the student and university supervisor. The grade received in the course will be based on the aforementioned items.

Intern's Printed Name: \_\_\_\_\_

NUID: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_

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



**INTERN-AGENCY AGREEMENT**

**Intern's Name:** \_\_\_\_\_

**Agency/Worksite Supervisor:** \_\_\_\_\_

**The Agency will:**

1. Review and approve weekly reports.
2. Assist the intern in selecting a capstone project that benefits the student and agency
3. Complete the Professionalism Checklist.
4. Complete the Midterm Assessment.
5. Complete the Midterm conference with the Internship Candidate and University Supervisor.
6. Complete the Final Assessment.
7. Complete the Final conference with the intern.
8. Allow University Supervisor to complete four site visits for a one semester internship or two site visits per semester for an internship over two semesters
9. Cooperate with the University Supervisor.

**The Intern will:**

1. Provide a minimum of 270 hours for 1 semester internship or 135 hours per semester for an internship split over two semesters of service beginning on the first day of classes for the given semester and ending on the last day of classes for the given semester.
2. Strive to become familiar and understand the total operation of the Agency/Business.
3. Communicate professionally with the Worksite Supervisor and University Supervisor.
4. Develop three SMART goals relevant to their internship and/or the organization's needs.
5. Complete the Professionalism Checklist.
6. Complete weekly reports to track hours, duties, and responsibilities.
7. Complete the Midterm and Final Assessments.
8. Complete the Midterm and Final conference with the Worksite Supervisor and University Supervisor.
9. Select a capstone project with the Worksite Supervisor that is mutually beneficial to the Agency/Business as well as the student academically.
10. Adhere to all policies, regulations and procedures of internship site.
11. Complete any necessary additional background checks and/or certifications or immunizations needed to be placed at the internship site.

This is an agreement of understanding and not a legal binding document. We agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

Agency/Worksite Supervisor Signature: \_\_\_\_\_

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

Intern's Signature: \_\_\_\_\_

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



COLLEGE OF EDUCATION,  
HEALTH, AND HUMAN SCIENCES

**AGENCY CONFIRMATION FORM**

Name of Student: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_

Interviewer Position Title: \_\_\_\_\_

Agency/Business Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_  
*Street Address City State Zip*

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

An interview or meeting has been completed with the above student.

I will accept the above student for an internship

Internship Start Date: \_\_\_\_\_ (cannot start before start of semester)

An interview or meeting has been completed with the above student.

I will NOT accept the above student for an internship

If you will not accept the above student for an internship, please state your reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Interviewer or Worksite Supervisor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Student/Intern's Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Form #3 of 3**

Please return three (3) forms to the CEHHS Office of Academic Advising and Field Experience University of  
Nebraska at Omaha – Roskens Hall, Room 204  
[unocoeadvising@unomaha.edu](mailto:unocoeadvising@unomaha.edu)  
Phone: 402.554.2717 | Fax: 402.554.2868

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