Academic Internship Responsibilities

The student, employer, faculty adviser and Assistant Director for Career Services agree to assume the responsibilities outlined below during the student’s academic internship. **NOTE:** All signatures are required prior to the start of an internship carrying academic credit. **Student:** Return this document to the Career Services Center (SSC 3258).

**EMPLOYER RESPONSIBILITIES:**
- Verify the position and duties by providing a job/internship description.
- Provide an orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties.
- Provide regular feedback to the intern regarding performance.
- If the student is paid, understand the responsibility for providing Workers Compensation and liability insurance in accordance with the state law, and agree to provide said coverage. Understand and observe the Fair Labor Standards Act.
- Comply with federal laws prohibiting discrimination on the basis of race, color, national origin, sex, disability and/or military status.
- Notify the CEIP or faculty adviser in a timely manner if any problems arise during the internship. Complete a final evaluation of the student’s performance.

Employer Signature_____________________________________________________Date_________________________________

**FACULTY ADVISERS RESPONSIBILITIES:**
- Adhere to the current Active Course File as approved by the Illinois Community College Board.
- Determine and discuss how the proposed internship is relevant to the student’s educational objectives, how to apply academic theory to the world of work, and if the internship merits academic credit.
- Assist the student in writing behavioral learning goals that enhance work skills in communication, problem solving/decision making, teamwork, self-management, leadership/initiative and/or technical competency.
- Maintain contact and assess student progress via various feedback mechanisms (e.g., biweekly email reflections, Blackboard, written/video/audio reports, article or book reviews, etc.) for increased field of study proficiency.
- Determine academic assignments, monitor student progress and provide final evaluation/grade.

Faculty Adviser Signature________________________________________________Date_________________________________

**STUDENT RESPONSIBILITIES:**
- Fulfill tasks/responsibilities assigned by your employer and achieve learning goals approved by your faculty adviser.
- Conduct yourself in an ethical and professional manner, acting as a positive representative of College of DuPage as outlined in the Student Code of Conduct (catalog).
- Complete a **minimum** of 75 hours for each one credit hour enrollment (e.g. 225 hours = 3 credit hours) during the internship assignment. It is your responsibility to pay for your academic credits.
- Notify the CEIP and your faculty adviser in a timely manner of any changes to the Learning Agreement or if any problems develop during the internship.
- Keep in contact with your faculty adviser; arrange to debrief with your faculty adviser; return forms to the CEIP.

Student Signature_____________________________________________________Date_________________________________

**CEIP MANAGER (Final Signature):**
- Review the student’s eligibility for participating in an academic internship (GPA, prerequisites, etc.).
- Act as liaison between the student, the employer and the faculty adviser.
- Assist the student, employer and the faculty adviser in resolving problems.
- Receive the original copies of all required forms and archive forms for a period of three years.

CEIP Program Manager Signature__________________________________________Date___________________________

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