 **ACADEMIC CREDIT INTERNSHIP PROPOSAL FORM**

**Complete this two-page form to receive academic credit for an internship. This form must be submitted and approved before the start of the internship.**

*\*\*\*Please type or print clearly\*\*\**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student SBC ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SBC Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Year \_\_\_\_\_\_\_\_\_\_\_**

**Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Major GPA**  **\_\_\_\_\_\_\_\_\_**

(Must be at least 2.0)

**Sponsoring Academic Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Sponsor Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Sponsor SBC Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Credit Hours Attempting \_\_\_\_\_\_\_ Academic Level (during Internship) \_\_\_\_\_\_\_\_\_\_\_**

(40 hrs = 1 credit; Maximum 120 hrs =3 credit)

**What term are you participating in an internship? Check one
\_\_\_Fall 3 week session \_\_\_Fall 12 week session \_\_\_ Winter break**

**\_\_\_Spring 12 week session \_\_\_Spring 3 week session \_\_\_Summer break**

**Is this Internship being done through an SBC Study Abroad program? \_\_\_Yes \_\_\_No**

 **Year Participating \_\_\_\_\_\_\_\_

Internship Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Internship End Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Site Information:**

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Physical Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_**

**Description of Internship Project** (As discussed with on-site supervisor. Please describe in the box below.)

**Intern’s Site (Work) Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Learning Agreement** (Academic requirements as discussed with faculty sponsor, i.e., research paper, portfolio, journal, readings, etc. Please list clearly and completely in the box provided below.)

**ACADEMIC CREDIT INTERNSHIP PROPOSAL APPROVAL:**

*Please print form for signatures and dates.*

**Student Signature**
Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

 **Internship On-Site Supervisor**
Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Faculty Sponsor**
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Academic Program Head**
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Director of** **Career Services**
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Registrar**
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

IMPORTANT: Student's Responsibility and Terms of Agreement

\* Student is responsible for checking with the Academic Program and Career Services for necessary administrative requirements, number of allowed credit hours awarded, and deadlines for Internships.\* • Internship forms MUST BE submitted by the deadline for the academic term in which the internship work is begun. • Internships which extend over two terms (EXAMPLE: Fall and Spring with a break in between; but not two summer sessions) must be registered as two separate internships. \* Retroactive credit WILL NOT be awarded for internships completed without turning in the paperwork on time per SBC policy.

**INTERNSHIP CONSENT AND RELEASE FORM**

**(Warning, Waiver, Covenant and Release of Liability and Agreement to Participate)**

The following Agreement is designed to protect all participants in Sweet Briar College’s Internship programs, including students, faculty members, Sweet Briar College, and the agencies and individuals cooperating with the College. You, as the student, must sign this form, to indicate agreement and permission to participate.

In consideration of being permitted to participate in any way in an internship with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name of company), including travel to and from the internship site(s), I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print Participant’s name) hereby acknowledge, understand and agree as follows:

1. That at all times my personal automobile is used in commuting to or otherwise in connection with my internship, I will maintain automobile insurance that meets or exceeds the minimum limits required by The States of Virginia and/or my state of residency. I certify that the following information is correct:

Current Driver’s License Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date \_\_\_\_\_\_\_\_\_\_\_\_ Issuing State \_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. That my participation in this internship does not make me an employee or agent of Sweet Briar College (“SBC”).

3. That I am participating of my own free will; and I voluntarily assume full responsibility for any and all risks, injuries, or loss, including the risk of injury and death, in any way related to this internship. I understand and agree to assume responsibility of all risk of theft, loss or damage of personal property, which occurs at any time arising out of my participation in the activity.

4. I hereby release SBC, its directors, officers, employees, agents and representatives for any loss, damage, injury, or death to person or property sustained by me in any way related to my participation in my internship(s). I further waive all rights to sue and agree to hold harmless and indemnify SBC, its directors, officers, employees, representatives, and agents, from and against any and all claims, losses, damages, or liabilities, including but not limited to those related to or arising from any injury or death to any person or damage to or destruction of property, by whatever cause, including any act or omission, negligent or otherwise, on the part of the College, its employees, representatives or agents, or on the part of any other person arising from or related to my participation in any internship experience.

5. That by executing this release and covenant not to sue, I am waiving certain rights, including, among others, any and all right to sue SBC for injuries, damages or losses that I may incur.

6. That this release shall be binding on my heirs, executors, administrators, and assigns as well as myself.

7. That it is my responsibility to seek clarification when I am uncertain of instructions or risks associated with any internship activities.

8. That no alcohol or illegal drugs or substances may be used or be present in my bloodstream during internship activities.

10. That I may come into possession of certain information, including information communicated to me orally, obtained through observation, or contained in documents or data files to which I may have access that is confidential. I agree not to make any unauthorized disclosure of this confidential information except as may be required by applicable law; provided however, that I understand that I may be required under the laws of Virginia to report certain information including, but not necessarily be limited to, expressions of suicidal ideation, homicidal ideation, and suspected child abuse and neglect.

11. I acknowledge that my failure to adhere to the terms of this agreement constitutes grounds for immediate dismissal from participation in internship activities at the discretion of the program Administrator or the Dean.

**I HAVE READ THE ABOVE WARNING, WAIVER, COVENANT AND RELEASE OF LIABILITY AND AGREEMENT TO PARTICIPATE, AND UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND KNOWING THIS, SIGN IT VOLUNTARILY. I AGREE TO PARTICIPATE KNOWING THE RISKS AND THE CONDITIONS INVOLVED AND DO SO ENTIRELY OF MY OWN FREE WILL AS INDICATED BY MY SIGNATURE BELOW.**

Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print Name)

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

**Internship Harassment / Discrimination Reporting Procedures**

An internship requires that you place yourself in an environment where you must adapt to a new way of doing things and a new office culture. Typically, as an intern, you will have the least amount of seniority in the workplace; and may be asked to take direction from several employees. It is important to respect the office culture and the authority of senior staff members; however, you should **N**EVER feel uncomfortable during your internship. Sexual harassment and discrimination are **UNACCEPTABLE** in any form.

**During your interview or orientation your employer should advise you on the company’s anti-harassment policies, including the procedures by which you may report a complaint. If this is not done you should ask for clarification before beginning your internship.**

***SWEET BRIAR COLLEGE’S DEFINITION OF HARRASSMENT IS AS FOLLOWS:***

Harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual’s race, religion, gender, national origin, or other protected status, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual’s work or academic performance.

Your employer may have a different definition, but it is likely to be very similar in substance.

**Examples of Harassment**

• Verbal conduct such as epithets, derogatory jokes, name-calling, comments or slurs related to race, ethnicity,

 religion, sexual orientation, or other protected status

• Abuse, insults or jokes about an individual’s physical features, national origin, accent, or speech

• Display of graffiti, posters, photographs, cartoons, drawings or gestures which are derogatory, racist, or

offensive

• Physical conduct such as, assault, unwanted touching, blocking normal movement, denial of access to

facilities or services, or interfering with work because of sex, race, physical ability, or any other protected

basis

• Unwanted sexual advances, invitations, innuendos or comments, or discussion of sexual activities or

comments about an individual’s body or sexual experiences

• Sexually-oriented gestures, leering, or display of sexually-oriented or suggestive pictures, drawings,

cartoons or posters

• Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, or offers of employment benefits in return for sexual favors

• Retaliation for having reported or threatened to report harassment

• Sending emails or websites to others that contain harassing or offensive messages, pictures, etc.

**Appropriate Steps To Consider**

If you believe that your employer has harassed you or discriminated against you, you should consider one or more of the following steps. It is important to recognize that if you fail to take prompt action after being harassed or discriminated against, you could limit your available rights.

1.) Resolve the issue through your employer’s procedures as soon as you feel like you have been a victim of sexual harassment or discrimination. Do **NOT** wait until the internship is over to address the situation. Typically there is a limited amount of time you are allotted to report a complaint. Also, confronting the situation early may prevent the situation from escalating. While you may decide to do nothing at all and to let the matter drop, if you do not pursue a complaint and change your mind later you may have problems pursuing legal action against the employer if too much time has passed.

2.) The Sweet Briar College Career Services Center strongly encourages you to consider first addressing the matter with your direct supervisor, either verbally or in writing. (What one person finds humorous another may find offensive, at times simply calling attention to the person’s behavior can get it to stop). While it may be difficult for you to directly confront a supervisor this is a valuable exercise in workplace communication. **REMEMBER,** you are not required to confront the person who harassed you directly if you are uncomfortable doing so, or believe that such action may result in retaliation.

3.) **Contact Barbara Watts, Director of Career Services Center as soon as an incident occurs – whether you decide to confront the person who committed the harassment or discrimination or not.** By informing Barbara, you will be able to discuss the most appropriate ways to confront a supervisor and be supported, as well as be able to ask any questions concerning the complaint procedure.

4.) If the complaint is not resolved satisfactorily, you may take the complaint to the next level of authority (on-site supervisor’s supervisor). You should also continue to be in contact with Barbara Watts who may decide the complaint ultimately needs to be taken to the Dean of Students. **If you or the SBC Career Services staff notifies the employer of this behavior, the employer has an obligation to investigate by talking to you and the party accused of harassment.**

5.) Possible resolutions by Sweet Briar College Career Services staff may include but are not limited to the following:

1. Coaching the intern on how to directly address a situation which is causing a problem;
2. Mediating the dispute with the parties; aiding in the modification of a situation in which the offensive conduct occurred;
3. Assisting a department or division with the resolution of a real or perceived problem;
4. Or arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the College’s discrimination and harassment policies.

6.) If you do not satisfactorily resolve your concerns through discussions with parties involved and the Career Services Center it may be necessary to file a formal written grievance (as outlined in the SBC Human Resources Benefits and Policies manual), contact SBC’s legal counsel and Dean of Students (if not already contacted), and remove the student from the internship location. Please understand this will not serve as a substitute for following the employer’s harassment and non-discrimination procedures.

7.) The Career Services staff will make every effort to keep information that you provide **CONFIDENTIAL.** You as the student will have the final determination as to which actions, if any, are pursued and the staff will respect your wishes.