

BIRMINGHAM-SOUTHERN COLLEGE INTERNSHIP AGREEMENT FORM

Successful internships require a three-way agreement between the intern, the employer, and the College. This form sets the terms of agreement between these parties.

Your signature indicates your pledge to fulfill the terms of this agreement. If you have questions or concerns about meeting these expectations, please contact Dr. Tracy Smith at (205) 226-4816 or (205)862-7022 or via email at tsmith1@bsc.edu.

INTERN

As an intern, I will

- Positively represent Birmingham-Southern through professional behavior, polished communication, and conscientious performance of all projects and assignments;
- Take advantage of networking events, training sessions, and other opportunities offered by my employer;
- Meet regularly with my supervisor for feedback and coaching;
- Fulfill all assignments and expectations set by my faculty sponsor, including critical reflection, if applicable; and
- Complete an evaluation of my overall internship experience.

I will also:

- Immediately notify my employer and my faculty sponsor (tsmith1@bsc.edu) if I am knowingly exposed to or test positive for COVID-19.

I have read and understand the above expectations. I will work with my employer and my faculty sponsor to ensure a successful internship experience.

Intern signature

Intern printed name

Date

BSC email address

AC495/499
Course number and term

Dr. Tracy Smith
Name of faculty sponsor

EMPLOYER

As the intern's supervisor, I will:

- Provide the intern with an orientation session, including an introduction to coworkers and general overview of my organization;
- Assign projects of rigor and depth that allow the intern to apply knowledge and learn new skills
- Provide the instruction and training necessary for the intern to successfully complete assigned tasks;
- Invite the intern to participate in meetings, training sessions, networking events, and other opportunities to learn more about the industry;
- Be available for answering questions, and meet at least weekly with the intern to gauge progress and offer feedback;
- Coordinate work with the school's academic calendar (i.e., BSC accounting internships must officially end by Tuesday, March 16th. Any work extending beyond this date is a separate agreement between the student and employer, and is only allowed if it does not interfere with the student's course schedule for spring term.)
- Ensure the intern is treated respectfully and professionally by other employees; and
- Complete a written evaluation of the intern at the end of the internship term.
- Immediately notify both the intern and the faculty sponsor(tsmith1@bsc.edu) if any party in contact with the student at the internship site tests positive or is knowingly exposed to COVID-19.

I have read and understand the above expectations. I will work with the intern and the faculty sponsor to ensure a successful internship experience.

Supervisor signature

Supervisor printed name

Date

Supervisor title

Company/Organization Name

Phone

Email address

BSC FACULTY SPONSOR AND DIRECTOR OF ACCOUNTING INTERNSHIPS
As the liaison between the student, the employer, and the College, I will:

- Work with the employer as needed to develop appropriate projects for the intern;
- Work with the intern as needed to develop professional skills;
- Work with the sponsoring faculty member as requested to provide the student with professional development and reflection opportunities;
- Conduct a check-in with the employer at midterm;
- Email evaluations to the student and employer at the end of the term, and
- Mediate any issues that may arise over the course of the internship.

I will also:

- Immediately notify both the student and employer of any COVID-19-related changes to BSC's academic plan for the term.

_____	Dr. Tracy Smith	6/1/2022
BSC Faculty Sponsor	Faculty Sponsor printed name	Date

Please initial to indicate your agreement with the following:

- 1) We will maintain open communication regarding problems or inability of the intern, supervisor, or College to meet the expectations above.

Intern _____ Supervisor _____ BSC Staff ts

- 2) It is understood by all parties that this internship is compensated at a rate of \$_____.

Intern _____ Supervisor _____

OR

It is agreed that no compensation will be provided for this internship.

Intern _____ Supervisor _____

- 3) It is agreed that there is no guarantee of employment following the completion of this internship.

Intern _____ Supervisor _____

- 4) We agree to the following general work schedule and will notify the faculty sponsor of any substantial alterations.

Internship start date: _____ **Internship end date:** _____

Days of week and hours: _____

(Please note that the Internship End Date must be no later than August 12, 2022.)

Intern _____ Supervisor _____

Please complete this section if any part of the internship is taking place on-site.

ADDENDUM REGARDING COVID-19

To ensure the health and safety of interns, other employees, and others that may come in contact with representatives of the internship site, we ask that internship supervisors and interns discuss how to reduce transmission of COVID-19. An effective plan would adhere to recommendations from the CDC and state and regional health authorities, as well as any policies in force at the internship agency. All parties (intern, internship site, and College) should agree to the plan prior to the start of the internship. Please describe these plans below, or attach a document detailing the organization's plan.

We have reviewed the above plan and agree to adhere to the safety requirements set forth in this plan and in force at the agency, with the recognition that expectations may be revised should new information from relevant health authorities become available. Should any party have concerns about the efficacy of these guidelines or adherence to these guidelines during the course of the internship, said party should initiate a conversation to consider next steps, including termination of the internship.

Intern signature

Intern printed name

Date

Supervisor signature

Supervisor printed name

Date

BSC faculty sponsor signature

Dr. Tracy Smith

Printed name

6/1/2022

Date