



PURPOSE OF THE INTERNSHIP PROGRAM

The Internship program is a planned, progressive educational program that provides for the integration of a student's academic studies and relative work experience in a professional environment. This program is a three-way partnership between the employer, the student and the university. In order for the program to be successful, there must be a clear understanding of the role of each partner, as well as a firm commitment to the program. NSU's Internship program adheres to the parallel model of part-time work and full-time study

EMPLOYER AGREEMENT

1. Provide a detailed job description for approval of the position into the Internship program. Positions must be project oriented or developmental giving the student the opportunity to learn all aspects of the organization.
2. Provide Career Services with information about your organization (history, profile, financial, etc.) or any other documentation that verifies your organizations service or business that will assist the student in preparing for the position.
3. Provide a minimum of 10 hours/week, and a maximum of 20 hours/week of employment per 16-week semester.
4. Provide the student with employment related to his/her academic studies and/or career goals with ascending levels of responsibility.
5. Identify a qualified employee to serve as the supervisor and trainer who will assist the student in developing and evaluating learning objectives. This includes completing and returning all evaluation forms to Career Services.
6. Cooperate with Career Services staff in their efforts to monitor and evaluate Internship students' on- the- job progress.
7. Encourage the student to continue his/her higher education to completion.
8. Notify the Director of Career Services at least two weeks before any action which might result in the termination or change of employment status of the student.

Employer Signature _____ **Date** _____

Please Print Company Name _____

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