

LINDENWOOD

REAL EXPERIENCE. REAL SUCCESS.

LINDENWOOD UNIVERSITY CAMPUS INTERNSHIP AGREEMENT

By way of agreement, _____ (campus department) at Lindenwood University and _____ (name of student) acknowledge and understand the duties and responsibilities of the student completing the internship outlined below, whether for or not for academic credit.

1. The work assigned to the student is at the discretion of the intern's supervisor and campus department. Specific goals should be discussed and agreed upon prior to the start of the internship. This internship should relate to the student's academic background and offer opportunities to use and develop the student's skills.
2. Failure to report at a scheduled time and location (unless previously agreed upon) constitutes grounds for immediate termination of the internship contract and student.
3. Communication of any existing or arising problems regarding the internship should be reported by the campus department to the professor and/or Career Services.
4. This agreement in no way implies that the University is obligated to pay the student intern for services rendered as part of the internship experience.
5. During the internship, the student acts a representative of the University and therefore agrees to follow all policies and procedures outlined in the Lindenwood University Student Guidebook. Additionally, during the internship student agrees to follow polices in the Employee Guidebook relevant to their internship job description.

Student Signature

Supervisor Signature

Date

Date