

# Internship Registration Reminders and Learning Agreement



All students registering an internship for credit are required to review the Internship/Experiential Education Policies and Guidelines document found in the Career Center or at [www.msmary.edu/internships](http://www.msmary.edu/internships). The information listed here is meant to offer brief reminders of certain items. Please refer to the Career Center office and website, or consult with the Internship Coordinator for all internship registration deadlines, required items, and additional information.

## Undergraduate Eligibility Requirements for a Credit-Based Internship

- Have a cumulative GPA of 2.5 or higher.
- Meet the academic department internship prerequisites.
- Not be on academic or disciplinary probation.
- **Undergraduate students** - must have earned at least 45 credits.
- In special cases, students may seek a waiver of an above requirement if they have officially designated their major and have obtained permission from the Associate Provost.
- **Transfer students and accelerated students** - must have successfully completed at least one full-time semester at the Mount prior to the start of the internship experience. **Continuing Education and Warriors to Workforce students** - may register no more than 18 total semester credits during the same time period of an internship.
- **International students** - must check with their Department Chair or Program Director for eligibility.

## Graduate Eligibility Requirements

- **Graduate students** - must have a cumulative GPA of at least 3.0 and must talk with advisor to ensure internship will count towards the degree program.

## Credit Considerations and Tuition

- Internships for credit are considered a course; as such, credits earned through an internship require tuition in accordance to university policies.
- Credits earned during a regular semester as part of the full-time, 16-hour credit maximum are not billed separately. Credits earned in excess of 16 credit hours are billed at the supplemental tuition rate and require permission from the Associate Provost (*see Overload Credits*).
- Summer semester is a distinct term. All credits earned for this period are billed at the summer school rate and will include a comprehensive fee. In addition to the Learning Agreement, **undergraduate students** must complete a Registration Form for internships taken during the summer. **Graduate students and Continuing Education** students must submit their registration online in addition to submitting the Learning Agreement.

## Internship Requirements

Students are required to complete the following items before and during the internship experience:

### **Before Internship**

- Review the Internship/Experiential Education Policies and Guidelines at [www.msmary.edu/internships](http://www.msmary.edu/internships).
- Complete a Credit-Based Internship Learning Agreement (pages 3-4 of this document):
  1. Secure an internship.
  2. Discuss internship plans and complete the Learning Agreement together with the site supervisor and faculty sponsor, discussing internship projects, learning goals, and grading criteria.
  3. Ensure all sections and signatures of the Learning Agreement are accurate and complete.
  4. Submit the Learning Agreement to the Career Center by the registration deadline date.
- **Summer Internships** - submit a summer registration form (provided online by Registrar's Office) with tuition payment.
- **Overload Credits (if applicable)** - obtain permissions and pay tuition.

### **During Internship**

- Accept the Internship Packet and complete all assignments detailed in the Learning Agreement.
- Submit proof of completing the workplace harassment training.
- Complete a work hours log, along with mid-term and final sets of reports and evaluations (together with supervisor), during the course of the internship. These forms are provided by the Career Center at the beginning of the internship.

## Graduate Internship Course Numbers

PROGRAM	COURSE CODE	PHONE NUMBER
MBA Program	MBA 620 (3 credits)	301-682-8315
Graduate Internship in Sport Management	MSSM 621 (3 or 6 credits)	301-682-8315

## Undergraduate Internship Course Numbers

DEPARTMENT / MAJOR	COURSE CODE	PHONE NUMBER
<b>Richard J. Bolte, Sr. School of Business</b>		301-447-5396
Accounting	ACCT 480	
Business	BUS 480	
Includes Finance, International Business, Marketing, and Management Concentrations		
Economics	ECON 480	
Information Systems	IFSY 480	
Sport Management	BUS 480	
<b>Communication</b>	COMM 480	301-447-5367
<b>English</b>	ENGL 480	301-447-5365
<b>Education (non-teacher internship)</b>	EDUC 399	301-447-5371
<b>Foreign Language</b>		301-447-5322
French	FREN 480	
German	GERMN 480	
Italian	ITALN 480	
Spanish	SPAN 480	
<b>History</b>	HIST 480	301-447-5375
<b>Mathematics and Computer Science</b>		301-447-5291
Computer Science	CMSCI 492 or 493	
Mathematics	MATH 492 or 493	
<b>Philosophy</b>	PHIL 480	301-447-5368
<b>Political Science</b>		301-447-5374
International Studies	I/S 480	
Political Science	P/SCI 480	
<b>Psychology</b>	PSYCH 480	301-447-5394
<b>Science</b>		301-447-5376
Biology	BIOL 480	
Chemistry	CHEM 480	
Environmental Studies	BIOL 480	
<b>Sociology</b>		301-447-5373
Criminal Justice	CJUST 480	
Sociology	SOC 480	
<b>Theology</b>		301-447-5370
Theology	THEOL 480	
<b>Visual and Performing Arts</b>		301-447-5308
Visual and Performing Arts	FAAR 480	
Music	FAMU 480	
Theatre	FATH 480	

Questions?

Please contact the Internship Coordinator, Matthew Pouss, at [pouss@msmary.edu](mailto:pouss@msmary.edu) or (301) 447-5202.

# Credit-Based Internship Learning Agreement

Mount St. Mary's University Career Center

Please type or print neatly to complete the Internship Learning Agreement. Then, acquire the necessary signatures for internship approval. The Internship Learning Agreement should be submitted to the Career Center by the deadline stated at [www.msmary.edu/internships](http://www.msmary.edu/internships).

## STUDENT INFORMATION

Date:	Student ID: <i>(the six numbers following the zeroes on the back of the student ID card)</i>		
Last Name:	First Name:	Middle Initial:	
Mailing Address During Internship (Street, City, State and Zip Code):	Mount Email Address:	Telephone Number:	
Major(s) or Program:	Concentration / Minor (if applicable):	Anticipated Graduation Date:	

## INTERNSHIP SITE INFORMATION

Organization Name:		Organization Website:		
Site Supervisor Prefix:	Site Supervisor: <i>(Person directly supervising you during internship)</i>		Site Supervisor Title:	
Site Supervisor Telephone:	Site Supervisor Fax:	Site Supervisor Email:	Is the supervisor a Mount alum? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Site Address: <i>(site supervisor's business address)</i> (Street, City, State and Zip Code)	Average Weekly Work Schedule: <i>(number of days and hours)</i>	Compensation: <i>(e.g. hourly, stipend, unpaid, etc.)</i>	Type of Internship: (check one) <input type="checkbox"/> Off-Campus <input type="checkbox"/> On-Campus <input type="checkbox"/> Virtual	
	Start Date: <i>(month, day, year)</i>	End Date: <i>(month, day, year)</i>		
How did you find your internship? Career Center <input type="checkbox"/> College Central <input type="checkbox"/> Family/Friends <input type="checkbox"/> Faculty <input type="checkbox"/> Website <input type="checkbox"/> Independent Research <input type="checkbox"/>				

## INTERNSHIP DESCRIPTION / LEARNING OBJECTIVES

Describe the internship responsibilities, projects, or tasks the student will have. <i>(Please provide typed attachment if additional space is needed.)</i>
Describe what learning objectives and goals the student has for the internship. <i>(Please provide typed attachment if additional space is needed. This section should be completed by the student under the guidance of the faculty sponsor and/or the site supervisor.)</i>

## FACULTY SPONSOR AND COURSE INFORMATION

Faculty Sponsor:	Department/Program:	Department Telephone: (301) 447-	Semester and Year of Internship:
Course Number:	Number of Credits: <i>(minimum of 40 work hours is required per credit)</i>	Please mark this box if any of these credits will be overload credits. <input type="checkbox"/> <i>(see academic catalog for more info)</i>	

## GRADE CRITERIA (TO BE COMPLETED BY FACULTY SPONSOR)

Criteria / Assignment: Mid-term and Final Student Internship Reports, Mid-term and Final Evaluations from Supervisor, and Work Hours Log	Percentage:
Criteria / Assignment:	Percentage:
Criteria / Assignment:	Percentage:
Criteria / Assignment:	Percentage:

**Student Agreement**

1. Keep enrollment in a degree program at Mount St. Mary's University.
2. Report any changes in schedules or any event which prevents the fulfillment of responsibilities to employer, faculty sponsor, and the Career Center.
3. Not terminate the internship before the agreed upon date without prior approval of the employer, faculty sponsor, and the Career Center.
4. Maintain frequent contact with faculty sponsor, satisfy all the requirements established by the faculty sponsor, and return all forms and evaluations by the stated deadlines.
5. Pay the appropriate fees for the number of credits registered.
6. Understand that wages are not entitled while in this internship unless it has been stated and agreed that the internship is a paid internship.

**Student Signature:**

X

**Date:****Site Supervisor Agreement**

1. Provide the student with a challenging and meaningful learning experience as outlined in the internship description.
2. Provide the student with any necessary training and supervision.
3. Communicate with the Career Center during the course of the internship when appropriate.
4. Complete the required two evaluations of the student's performance (midway through and at the end of internship).
5. Reserve the right to discharge the student for just cause after consultation with Mount St. Mary's University.

**Site Supervisor Signature:**

X

**Date:****Faculty Sponsor Agreement**

1. Meet with student prior to the start of the internship to establish learning objectives, grading criteria, and the number of credits to be registered.
2. Be available to guide and counsel the student in relating his/her internship experience to the educational program.
3. Visit or communicate via phone or email with the student and the employer to discuss the student's progress.
4. Meet with the student to evaluate the experience and the end of the assignments.
5. Assess the student's grading criteria and follow proper procedures in reporting a final grade.

**Faculty Sponsor Signature:**

X

**Date:****Department Chair / Program Director**

I have reviewed the Learning Agreement as prepared by the student, employer, and faculty sponsor, and approve of what has been set forth in it.

**Department Chair Signature:**

X

**Date:**

----- ***Submit Learning Agreement to the Career Center when the above signatures and dates are complete.*** -----

**Career Center Internship Coordinator**

I have reviewed the Learning Agreement as prepared by the student, employer, and faculty sponsor, and approve of what has been set forth in it.

**Career Center Internship Coordinator Signature:**

X

**Date:**

**ALL sections must be completed in order for the Career Center to process your internship!**

Mount St. Mary's University Career Center - McGowan Center  
16300 Old Emmitsburg Road Emmitsburg, MD 21727

**Phone:** (301) 447-5202 **Fax:** (301) 447-5243  
**Email:** [CareerCenter@msmary.edu](mailto:CareerCenter@msmary.edu)



Last updated: July 12, 2017