



EH 491: English Internship Agreement

Thank you for participating in the Jacksonville State University Department of English Internship Program this semester! We look forward to working with you over the next few months.

This agreement provides both the intern and supervisor with clear guidelines on what the intern will accomplish during the internship. Both the intern and the supervisor should keep a copy of this agreement and refer to it as the internship progresses. A copy should also be provided to the Internship Coordinator for the Department of English, Dr. Allegra Smith.

Internship Partnerships

Jacksonville State University (JSU) is committed to service in the community and applied learning experiences for students. These outcomes can be accomplished through field education, service learning, internships, and other activities that integrate the students' academic study with practical experience. We, the undersigned, support a partnership that will provide a structured experience to JSU students through an internship program.

The undersigned agree to pursue an educational partnership that is beneficial to and in the best interest of all parties. The parties understand that they must comply with all applicable law and regulation, and it is additionally understood that this agreement is not a federal procurement contract, grant, or funded "other transaction," nor does it convey any competitive advantage upon the educational partner with regard to any future procurement contract, grant, or funded "other transaction" opportunities.

Partnerships not only benefit students and schools; they also strengthen and provide advantages to the community. There is an intrinsic reward to all of the parties associated with this agreement and the relationships created by mentors/mentees and the students they serve. This agreement creates the foundation for developing a mutual understanding and respective responsibilities. This agreement does not bind either party to specific actions, except as agreed to by both parties. Any party may terminate their involvement in this agreement upon written notice to the other parties at least thirty (30) days in advance of termination. If any party requests modification of this agreement, the parties shall, upon reasonable notice of the proposed modification by the party desiring the change, confer in good faith to negotiate such modification. Modifications shall not be effective until a written amendment is signed by duly authorized representatives of each participating party to this agreement.

Expectations for Interns

1. Consult with supervisor to carefully complete their internship learning plan
2. Fulfill the specific scope of work duties identified and agreed upon between the supervisor and student
3. Adhere to the weekly schedule established with supervisor
4. Participate in all relevant trainings



5. Model professional, ethical, and appropriate behavior when working with clients and when on the internship site
6. Support the internship agency that is a part of the student's learning experience
7. Meet course deadlines established by Dr. Smith and presented on the course syllabus and on Canvas, submitting each assignment in the specified format
8. Complete 150 total hours of work at/for your placement between the first day of the semester and the last day of the semester

Expectations for Supervisors

1. Provide 10 hours per week of meaningful and relevant activities throughout the semester, recognizing that workload will likely vary from week to week
2. Help the JSU student complete their internship learning plan
3. Establish work schedule and expectations with the intern (e.g., days and times, on-site or remote, etc.)
4. Review expectations about conduct, dress code, social media, or any other relevant organizational policies
5. Give JSU student a complete tour of the site and ensure that the student is aware of all relevant safety policies and emergency procedures
6. Provide any specific training needed by the JSU student to achieve the work identified (e.g., operation or maintenance of equipment or software used during the internship)
7. Provide an appropriate work space for the JSU student to conduct their assigned work
8. May require the JSU student to submit fingerprints and conduct a background check. It is the internship agency's responsibility to a) determine if fingerprints are required; b) obtain the JSU student's fingerprints; and c) obtain criminal background clearance, if necessary
9. Provide a supervisor for the JSU student, who will be responsible for the safety and supervision of the student while on site. The supervisor will meet with the student regularly to facilitate the learning experience for the student, provide support, and review progress on assignments and/or activities
10. Share regular feedback with the student throughout the semester (e.g., weekly check-ins)
11. Complete and return the required student midterm and final evaluation forms regarding quality of service, research, and/or work that the JSU student provided

Expectations for Department of English Internship Coordinator

The Department of English Internship Coordinator will ensure that the JSU student agrees to the following:

1. Abide by internship agency's rules and regulations while on site and working with clients and staff
2. Ensure that their actions with the internship agency are safe, positive, productive, and ethical
3. Advance the program and its objectives by providing support to and for the internship agency and its staff, as necessary and agreed upon

Moreover, the Internship Coordinator will also:

1. Prepare and teach the EH 491 internship class
2. Assign weekly internship work logs and other exercises to encourage JSU student interns to make meaningful connections between their coursework, internships, and professional goals



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3. Evaluate and provide feedback on internship work logs
4. Assign and evaluate additional professional development activities, such as job documents, mock interviews, and professional portfolios
5. Facilitate course meetings throughout the semester
6. Be available to mediate challenges for supervisors and interns
7. Submit final grades for internship class based on syllabus expectations and intern performance

Additional questions or concerns should be directed to Dr. Allegra Smith, Department of English Internship Coordinator, at awsmith@jsu.edu.

Name of Internship Agency

Printed Supervisor Name

Printed Student Name

Supervisor Signature/Date

Student Signature/Date