



ID 413 ONLY

Regis College
Center for Internships and Career Placement
College Hall, Room 209
235 Wellesley Street Weston, MA 02493

Contact Information

Susan Kennedy
(781) 768-7271
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**School of Arts and Sciences
Internship Program Agreement**

STUDENT INFORMATION

Name _____ Class Year _____ Major _____
Email address _____
Internship Timing: Fall/year _____ Spring/year _____ Summer /year _____
Other (specify) _____
Class Timing: Fall/year _____ Spring/year _____

PLACEMENT INFORMATION

Organization/Department _____
Supervisor name and Title: _____

Mailing Address: _____
Email Address: _____ Phone Number _____
Intern Title: _____

**** Must complete 100 hours of service for academic credit. Enrollment in the class ID413/ID413B is also required.**

REQUIRED ATTACHMENTS:

1. Your resume
2. The Internship job description on the site supervisor's letterhead.

How did you find your internship?

- Career link
- Faculty Connections
- Regis Center for Internships and Career Placement
- Alumni connection
- Personal connection
- Online
- On campus internship
- Other (please specify)_____

How long did it take to find your internship?

- 0-30 days
- 31-60 days
- Other (Please specify)_____

Is your internship:

- Paid
- Unpaid

You are required to enroll in the Internship class (class ID 413) which includes a monthly seminar. See the Center for Internships and Career Placement to register.

As a student committed to the internship component of my education, I accept the terms of this agreement and will fulfill all requirements as stated above and in the Regis College Academic Internship Handbook, May 2017 version. Further, I agree that it is responsibility to represent Regis College in a professional manner as described here:

- Arrive at the internship on time, every time.
- Maintain established work schedule.
- Meet all agreed-upon obligations.
- Demonstrate a strong work ethic, a positive attitude and respect for my supervisor and co-workers.
- Make appropriate use of communication tools available in the workplace.

Student Signature _____ **Date** _____

Faculty Sponsor's Signature _____ **Date** _____

Site Supervisor's Signature _____ **Date** _____