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
careerlink@regiscollege.edu

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 ________________

Revised May, 2017