



GUIDELINES FOR INTERNSHIPS

1. Enrollment for Internships is by department in course numbers 398 or 498 for undergraduates and by specific courses for graduates. Each enrollment must be accompanied by a completed Internship Contract.
2. In order to be considered for an internship and thereby, a representative of the university, students need to demonstrate a level of maturity and responsibility appropriate for independent work. Toward this end, prior to commencing the internship, the intern must complete an orientation session with her or his university supervisor or a university representative.
3. Depending on the academic program, a student may need additional training to qualify for the internship.
4. The Internship Contract must be completed, signed, and submitted no later than the last date to add classes of the term in which it is to be undertaken.
5. The time period in which students should enroll for internships is the following:
 - a) CAS students should enroll for the semester in which the internship is to conclude.
 - b) MBA students should enroll in accordance with their advisors' directions.
 - c) MAED students should enroll each semester at the time of registration.
5. At a minimum, students must submit a final analytical report as well as a final internship evaluation form to the university supervisor when the internship concludes. In addition, students should submit weekly reflection reports and/or a midterm analytical report. Students are also encouraged to submit a midterm internship evaluation form. Other assignments are at the discretion of the university supervisor.
6. While most internships should be set up for a maximum of three credits per semester, it is possible, in rare circumstances, for students to earn up to six credits, to be determined when the student enrolls. For all programs except Bioethics, whose students may earn up to twelve credits total for their internships, the maximum number of internship credits is six. Students may not enroll for more than six credits of internships in any given semester. Increasing and decreasing the number of units may occur through the normal petition process used to add or drop a class and deadlines must be followed. Each credit is equal to approximately a three- to four-hour per week commitment by the student. A three-credit internship is approximately equivalent to a ten-hour per week commitment and a six-credit internship is approximately equivalent to a twenty-hour per week commitment. In order to receive three credits for the internship, a student should complete a minimum of 150 hours in a semester. In order to receive six credits for the internship, a student should complete a minimum of 300 hours in a semester.

INTERNSHIP CONTRACT

This contract must be completed and submitted to the Registrar by the end of the second week of classes of the fall or spring semester in which the internship begins.

Intern's Name:

Semester:

Number of Credits for Internship (0-6):

Intern's Address:

Intern's Phone Number:

Intern's E-Mail Address:

Field Supervisor's (or Designee's) Name/Title:

Institution:

Field Supervisor's (or Designee's) Work Address:

Field Supervisor's (or Designee's) Work Phone:

Field Supervisor's (or Designee's) E-Mail Address:

University Supervisor's (or Designee's) Name:

University Supervisor's (or Designee's) Phone:

University Supervisor's (or Designee's) E-Mail Address:

The following should be completed by the University and/or Field Supervisor or Designee.
(Note: The below is subject to change pending unforeseen issues and developments. If this occurs, the below and/or this form can be revised and re-signed by all parties.)

Summary of Intern's Duties, Assignments, Requirements, and Responsibilities:

Student's Goals and Objectives:

I have read and understand the guidelines governing field internship placement:

Signatures:

Intern:

Date:

Field Supervisor or Designee:

Date:

University Supervisor:

Date:

Month/day/year

Name of onsite supervisor

Street Address

City, State, Zip Code

Dear _____:

The following is a contract between American Jewish University (AJU) and _____, establishing the conditions and parameters of internships and field placements.

Compensation:

It is understood that the internship site is not committed to employ the intern at the conclusion of the internship. The student and internship site should address monetary compensation prior to the start of the internship. The internship site is encouraged to compensate student interns at a rate commensurate with their work responsibilities. It is understood, however, that students may be compensated at a lower level due to their experience and status as students. Students may choose to work in an unpaid volunteer capacity as long as they receive academic credit for their work. In appropriate circumstances, the student may complete an internship as part of an on-going employment situation.

International Students:

US immigration laws require that any student from a foreign country apply for an F-1 visa to enter the United States. Under the general provisions of the regulations of such a visa, F-1 students are only eligible to pursue certain types of employment. One of these employment types is Curricular Practical Training (CPT). As defined by US Immigration and Customs Enforcement, CPT is an “alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.” AJU agrees to identify any international student interns prior to signing any agreement with the internship site.

Maintaining Open Channels of Communication/Resolving Internship Related Issues Other Factors:

If, at any time, the field supervisor or student experiences difficulty with the internship, the individual should contact the university supervisor. Field supervisors are encouraged to take a pro-active stance in anticipating problems or conflicts that may arise, and to address them before their formal evaluations of their interns. Both supervisors and interns should avail themselves of this mechanism, if necessary, to maintain open and positive relationships in their internship arrangements.

Liability:

It is in everyone's best interest for the intern to have appropriate liability and workers compensation insurance coverage. It is the University's position that said coverage is the responsibility of the organization at which the internship is being completed. By counter-signing this letter, the organization agrees to have said insurance in place.

Further, if the intern needs to drive in this internship, the intern or the organizations at which the internship must have appropriate insurance.

The site organization also agrees to indemnify the intern for actions which occur within the scope of their assigned duties.

Sincerely,

AJU Title

Agreed:

Person signing for internship site

cc. Name of Student