



# BELMONT ABBEY COLLEGE

THAT IN ALL THINGS GOD MAY BE GLORIFIED

## Internship Contract

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Year

\_\_\_\_\_  
Intern (Print Clearly)

\_\_\_\_\_  
**E-Mail** (Print Clearly)

\_\_\_\_\_  
School Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Dorm/Home Phone Number

\_\_\_\_\_  
Class/Graduation Year

\_\_\_\_\_  
**Major**

\_\_\_\_\_  
Concentration

\_\_\_\_\_  
**Advisor**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Internship Supervisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

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- The supervisor and intern should each make a copy of the contract before the original is submitted.
  - Revisions/additions to the contract may be made by mutual consent of all parties; such revisions shall be documented and filed in the BAC Career Services & Internships Office.
  - Termination from an internship will result in failure of the registered internship course.
  - Student interns must adhere to all employee rules and regulations as dictated by host organization.
  - For a complete copy of Internship Program Policy, please contact BAC Career Services.

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*Career Services & Internships • 100 Belmont-Mt. Holly Road • Phone 704.461-6873  
Fax 704.461-6216 • [www.belmontabbeycollege.edu](http://www.belmontabbeycollege.edu)*

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Learning Agreement: Internship Job Description

The job description is to be determined by the supervisor and must be approved by the Career Services & Internships Office. Please describe the tasks of the intern, in as much detail as possible. This will serve as the written agreement between all parties involved. **You may attach a separate sheet for the job description.** Contract is not valid until approved by the Career Services & Internships Office.

1

2

3

4

5

6

\_\_\_ PAID \$ \_\_\_\_\_ \_\_\_ UNPAID

Credit Hours \_\_\_\_\_ Total Work Hours Needed to Achieve Credit \_\_\_\_\_

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I have read the contract and agree to fulfill the duties and responsibilities outlined for the internship and other academic requirements for completion of the internship.

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

I have discussed the internship with the intern and have negotiated and assigned the work components which are identified above. I agree to act as the intern's supervisor.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPROVED BY Career Services & Internships Office:

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPROVED BY Faculty Department Advisor

\_\_\_\_\_  
Date

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- Contract does not guarantee or promise an intern placement into a full time position upon completion of the internship

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- Host organization agrees to abide by Fair Labor Standards Act and assume liability for the internship