

Trevecca Career Internship
Student Learning Contract
(Student is responsible for contract completion by all parties)

Student Name: _____ Ph: _____ Email: _____

Internship Title: _____

No. of work hours per week _____ Internship Company: _____

Fax: _____ Address: _____

City: _____ State: _____ (zip) _____

Direct Site Supervisor: _____ Ph: _____ Email: _____

TNU Faculty Sponsor: _____ Ph: _____ Email: _____

Internship Coordinator: _____ Ph: 248-1237 Fax 248-1515 Email: _____

Internship Duration: From _____ To _____ Unpaid: _____ Paid: _____ Rate of pay: _____

LEARNING OBJECTIVES: (What do you want to learn from this experience?) (Student)

CRITERIA FOR ACADEMIC EVALUATION: (Faculty)

No. of college credit hours: _____ Course # 4510 Semester: fall ___ spring ___ summer

Grade criteria: _____

I would like my student to learn/experience: _____

INTERNSHIP RESPONSIBILITIES: (Employer)

Job Duties (Day to day, or project plans): _____

How the direct supervisor will assist the intern: _____

How the supervisor will monitor progress: _____

This intern can work _____ hours per week, or a total of _____ hours.

CRITERIA FOR CAREER INTERNSHIP EVALUATION: Student - initiated, exit interview with the Internship Coordinator at least one week prior to final exam week, plus completed Employer Evaluation.

APPROVAL SIGNATURES:

Site Supervisor _____ Date _____
Intern _____ Date _____

Faculty Sponsor _____ Date _____

Internship Coordinator _____ Date _____

All parties get a copy of the contract:

White - Intern Yellow- Site Supervisor Pink- Faculty Gold- Internship Coordinator

EMPLOYER/COLLEGE AGREEMENT (in non-paying internships only)

In order to relieve your company and Trevecca Nazarene University of legal complications concerning the “training” of students in non-paying Internship experiences, the criteria set forth by the Fair Labor Standards Act must apply to the relationship between the Trevecca student and your company, in order for the student to receive college credit for his/her experience. If these criteria are not met, the U.S. Dept. of Labor, Wage and Hour Division requires that the student be considered as any other employee and the company is responsible for minimum wage compensation.

THE FAIR LABOR STANDARDS ACT

The Supreme Court has held that the words “to suffer or permit to work”, as used in the Act to define “employ”, do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

- (1) The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
- (2) The training is for the benefit of the trainees or students;
- (3) The trainees or students do not displace regular employees, but work under their close observation;
- (4) The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded;
- (5) The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
- (6) The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

I, _____ of _____, do hereby agree to
Supervisor Company

comply with the Fair Labor Standards Act in agreeing to “train” this student during his/her non-paying internship experience with our company.

Company Representative

Trevecca Representative (Internship Coordinator)

All parties get a copy of the contract:

White - Intern

Yellow- Site Supervisor

Pink- Faculty

Gold- Internship Coordinator