**GEORGIA SOUTHERN UNIVERSITY**

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**INTERNSHIP AGREEMENT**

PURPOSE: To provide the student with the opportunity to gain practical experience in IT.

RESPONSIBILITIES OF **Company**

The company agrees to supervise the intern's activities, offering help and suggestions for the completion of assignments. The company further agrees to furnish the Department of Information Technology honest evaluations of the intern's performance and capabilities. The company agrees to review midterm and final evaluations with the intern prior to being submitted to the Department of Information Technology.

RESPONSIBILITIES OF THE DEPARTMENT OF INFORMATION TECHNOLOGY:

The Department of Information Technology agrees to be available for consultation about the intern’s performance during the period of the student's internship regarding the learning process. The Department of Information Technology agrees to provide evaluation forms and to accept the company’s evaluation of the intern for degree purposes.

RESPONSIBILITIES OF THE INTERN:

The student intern is expected to cooperate at all times with **Company** concerning the assignments and commitments of the company, to conduct himselfin a professional manner while on or off duty, and to abide by all rules and regulations pertaining to the regular employees of the company.

The intern is expected to work at least \*280 HOURS\* for completion of the internship requirement.

The intern is expected to submit a final report including the following:

1. A daily or weekly log of activities and significant events.
2. Background profile of the firm/agency.
3. Description of work performed including samples of work outputs such as reports, samples of developed applications, screen-shots of websites, or other documentation.
4. Completion of the Internship Evaluation Form (see below).

The final report will be expected to be well written with good grammar and no spelling errors. Poorly written reports will be returned. More information about the evaluation process is available on the Department of Information Technology’s website at: <http://ceit.georgiasouthern.edu/it/students/forms/>

I, **Student** am aware that participation in an internship or applied learning experience arranged through the Department of Information Technology may expose me to a risk of property damage and bodily or personal injury, including injury that may prove fatal, to myself or others. I hereby assume any and all such risk. For the sole consideration of the Department of Information Technology arranging for my participation in an internship or applied learning experience at **Company,** I hereby release and forever discharge Georgia Southern University, the Board of Regents of the University System of Georgia, their members individually and their officers, agents and employees from any and all liability, claims, demands, rights, and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation in the above referenced internship or applied learning experience. I understand that acceptance of this signed agreement by the board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further agree to follow all administrative policies, standards, and practices of the facility. I understand that I shall not be deemed to be employed by, or to be an agent or servant of, the Board of Regents, or Georgia Southern University.

I have read and understand the above agreement and I agree that it binds my heirs, executors, administrators, and assigns, as well as myself. I have freely and voluntarily signed this *Agreement.*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department of Information Technology**

**College of Engineering and Information Technology**

**Georgia Southern University**

**GEORGIA SOUTHERN UNIVERSITY**

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**INTERN MIDTERM EVALUATION FORM**

NAME: **Student**

TERM: **Spring 2017**

ASSIGNMENT:

CONTACT PERSON: **Supervisor**

**PART I:** For each of the following areas, rate the intern on a scale of 1 to 5, 1 being the lowest (or

unacceptable), 5 being the highest (or excellent). Please, comment on each evaluation criteria.

|  |  |  |
| --- | --- | --- |
|  | **Rating** | **Comments:** |
| Relations with others |  |  |
| Attitude |  |  |
| Judgment |  |  |
| Dependability |  |  |
| Ability to learn |  |  |
| Quality of work |  |  |
| Attendance & Punctuality |  |  |

**PART II:** Identify three key strengths of the intern and three areas where the intern needs to

improve their performance.

|  |  |
| --- | --- |
| **STRENGTHS** | **AREAS OF IMPROVEMENT** |
|  |  |
|  |  |
|  |  |

**PART III:**

Has evaluation been reviewed with the intern? Yes\_\_\_\_\_ No\_\_\_\_\_

Signature Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The student is responsible for uploading the completed document through the internship course in folio.**

**GEORGIA SOUTHERN UNIVERSITY**

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**INTERN FINAL EVALUATION FORM**

NAME: **Student**

TERM: **Spring 2017**

ASSIGNMENT:

CONTACT PERSON:  **Supervisor**

**PART I:** For each of the following areas, rate the intern on a scale of 1 to 5, 1 being the lowest (or unacceptable), 5 being the highest (or excellent). Please, comment on each evaluation criteria.

|  |  |  |
| --- | --- | --- |
|  | **Rating** | **Comments:** |
| Relations with others |  |  |
| Attitude |  |  |
| Judgment |  |  |
| Dependability |  |  |
| Ability to learn |  |  |
| Quality of work |  |  |
| Attendance & Punctuality |  |  |

**PART II:** Identify three key strengths of the intern and three areas where the intern needs to

improve their performance.

|  |  |
| --- | --- |
| **STRENGTHS** | **AREAS OF IMPROVEMENT** |
|  |  |
|  |  |
|  |  |

**PART III:**

Has evaluation been reviewed with the intern? Yes\_\_\_\_\_ No\_\_\_\_\_

Signature Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The student is responsible for uploading the completed document through the internship course in folio.**