

Academic Internship Proposal Form

Complete this form to receive academic credit for an internship.

This form must be submitted and approved before the start of the internship.

Student Information

Name	SBC ID#	Phone Number
Class Year	Email Address	
Major(s)		Major GPA

Academic Internship Credit Information

Internship Credit Hours Attempting* <small>(1 Credit = 40 hrs; Maximum 3 credits = 120 hr)</small>		Academic Level (During Internship)	
What term are you participating in an internship?			
<input type="checkbox"/>	Fall 3 Week Session	<input type="checkbox"/>	Fall 12 Week Session
<input type="checkbox"/>	Spring 12 Week Session	<input type="checkbox"/>	Spring 3 Week Session
<input type="checkbox"/>	Winter Break	<input type="checkbox"/>	Summer Break
Is this Internship being done through an SBC Study Abroad Program?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Additional Notes:			
Year Participating		Start Date	End Date

Faculty Sponsor Information

Sponsoring Academic Program	
Faculty Sponsor Information	
Faculty Name	Faculty Phone Number
Faculty SBC Email	
Internship Learning Agreement	
<small>(Academic Requirements as discussed with faculty sponsor, i.e., research paper, portfolio, journal, readings, etc. Please list clearly and completely below.) If more space is needed to describe the learning agreement, please use a separate page and attach it to your completed form.</small>	

Academic Internship Proposal Form

Complete this form to receive academic credit for an internship.

This form must be submitted and approved before the start of the internship.

Internship Site Information

Company Name		
Address		
City	State	Zip Code
Description of Internship Project <i>(As discussed with onsite supervisor. Please describe below.)</i>		
Internship Site Supervisor Information		
Supervisor Name	Title	
Email Address	Phone Number	

ACADEMIC CREDIT INTERNSHIP PROPOSAL AGREEMENT

Student Name	Student Signature	Date
On-Site Supervisor Name	On-site Supervisor Signature	Date
Faculty Sponsor Name	Faculty Sponsor Signature	Date
Career Services Staff Name	Career Services Staff Signature	Date
Registrar Name	Registrar Signature	Date
DSO Signature (F-1 Visa students only)	DSO Signature	Date

IMPORTANT: Student's Responsibility and Terms of Agreement

Student is responsible for checking with the Academic Program and Career Services for necessary administrative requirements, number of allowed credit hours awarded, and deadlines for internships. Internship forms **MUST BE** submitted by the deadline for the academic term in which the internship work is begun. Internships which extend over two terms (EXAMPLE: Fall and Spring with a break in between; but not two summer sessions) must be registered as two separate internships. Retroactive credit **WILL NOT** be awarded for internships completed without turning in the paperwork on time per SBC Policy.

INTERNSHIP CONSENT AND RELEASE FORM
(Warning, Waiver, Covenant and Release of Liability and Agreement to Participate)

The following Agreement is designed to protect all participants in Sweet Briar College's Internship programs, including students, faculty members, Sweet Briar College, and the agencies and individuals cooperating with the College. You, as the student, must sign this form, to indicate agreement and permission to participate.

In consideration of being permitted to participate in any way in an internship with _____ (print name of company), including travel to and from the internship site(s), I _____ (print Participant's name) hereby acknowledge, understand and agree as follows:

1. That at all times my personal automobile is used in commuting to or otherwise in connection with my internship, I will maintain automobile insurance that meets or exceeds the minimum limits required by The States of Virginia and/or my state of residency. I certify that the following information is correct:

Current Driver's License Number _____ Issue Date _____ Issuing State _____
Date of Birth _____ Expiration Date _____

2. That my participation in this internship does not make me an employee or agent of Sweet Briar College ("SBC").

3. That I am participating of my own free will; and I voluntarily assume full responsibility for any and all risks, injuries, or loss, including the risk of injury and death, in any way related to this internship. I understand and agree to assume responsibility of all risk of theft, loss or damage of personal property, which occurs at any time arising out of my participation in the activity.

4. I hereby release SBC, its directors, officers, employees, agents and representatives for any loss, damage, injury, or death to person or property sustained by me in any way related to my participation in my internship(s). I further waive all rights to sue and agree to hold harmless and indemnify SBC, its directors, officers, employees, representatives, and agents, from and against any and all claims, losses, damages, or liabilities, including but not limited to those related to or arising from any injury or death to any person or damage to or destruction of property, by whatever cause, including any act or omission, negligent or otherwise, on the part of the College, its employees, representatives or agents, or on the part of any other person arising from or related to my participation in any internship experience.

5. That by executing this release and covenant not to sue, I am waiving certain rights, including, among others, any and all right to sue SBC for injuries, damages or losses that I may incur.

6. That this release shall be binding on my heirs, executors, administrators, and assigns as well as myself.

7. That it is my responsibility to seek clarification when I am uncertain of instructions or risks associated with any internship activities.

8. That no alcohol or illegal drugs or substances may be used or be present in my bloodstream during internship activities.

10. That I may come into possession of certain information, including information communicated to me orally, obtained through observation, or contained in documents or data files to which I may have access that is confidential. I agree not to make any unauthorized disclosure of this confidential information except as may be required by applicable law; provided however, that I understand that I may be required under the laws of Virginia to report certain information including, but not necessarily be limited to, expressions of suicidal ideation, homicidal ideation, and suspected child abuse and neglect.

11. I acknowledge that my failure to adhere to the terms of this agreement constitutes grounds for immediate dismissal from participation in internship activities at the discretion of the program Administrator or the Dean.

I HAVE READ THE ABOVE WARNING, WAIVER, COVENANT AND RELEASE OF LIABILITY AND AGREEMENT TO PARTICIPATE, AND UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND KNOWING THIS, SIGN IT VOLUNTARILY. I AGREE TO PARTICIPATE KNOWING THE RISKS AND THE CONDITIONS INVOLVED AND DO SO ENTIRELY OF MY OWN FREE WILL AS INDICATED BY MY SIGNATURE BELOW.

Participant: _____

(Please Print Name)

Signature: _____ Date _____

Internship Harassment / Discrimination Reporting Procedures

An internship requires that you place yourself in an environment where you must adapt to a new way of doing things and a new office culture. Typically, as an intern, you will have the least amount of seniority in the workplace; and may be asked to take direction from several employees. It is important to respect the office culture and the authority of senior staff members; however, you should **NEVER** feel uncomfortable during your internship. Sexual harassment and discrimination are **UNACCEPTABLE** in any form.

During your interview or orientation your employer should advise you on the company's anti-harassment policies, including the procedures by which you may report a complaint. If this is not done you should ask for clarification before beginning your internship.

SWEET BRIAR COLLEGE'S DEFINITION OF HARRASSMENT IS AS FOLLOWS:

Harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual's race, religion, gender, national origin, or other protected status, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual's work or academic performance.

Your employer may have a different definition, but it is likely to be very similar in substance.

Examples of Harassment

- Verbal conduct such as epithets, derogatory jokes, name-calling, comments or slurs related to race, ethnicity, religion, sexual orientation, or other protected status
- Abuse, insults or jokes about an individual's physical features, national origin, accent, or speech
- Display of graffiti, posters, photographs, cartoons, drawings or gestures which are derogatory, racist, or offensive
- Physical conduct such as, assault, unwanted touching, blocking normal movement, denial of access to facilities or services, or interfering with work because of sex, race, physical ability, or any other protected basis
- Unwanted sexual advances, invitations, innuendos or comments, or discussion of sexual activities or comments about an individual's body or sexual experiences
- Sexually-oriented gestures, leering, or display of sexually-oriented or suggestive pictures, drawings, cartoons or posters
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, or offers of employment benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment
- Sending emails or websites to others that contain harassing or offensive messages, pictures, etc.

Appropriate Steps To Consider

If you believe that your employer has harassed you or discriminated against you, you should consider one or more of the following steps. It is important to recognize that if you fail to take prompt action after being harassed or discriminated against, you could limit your available rights.

1.) Resolve the issue through your employer's procedures as soon as you feel like you have been a victim of sexual harassment or discrimination. Do **NOT** wait until the internship is over to address the situation. Typically there is a limited amount of time you are allotted to report a complaint. Also, confronting the situation early may prevent the situation from escalating. While you may decide to do nothing at all and to let the matter drop, if you do not pursue a complaint and change your mind later you may have problems pursuing legal action against the employer if too much time has passed.

2.) The Sweet Briar College Career Services Center strongly encourages you to consider first addressing the matter with your direct supervisor, either verbally or in writing. (What one person finds humorous another may find offensive, at times simply calling attention to the person's behavior can get it to stop). While it may be difficult for you to directly confront a supervisor this is a valuable exercise in workplace communication. **REMEMBER**, you are not required to confront the person who harassed you directly if you are uncomfortable doing so, or believe that such action may result in retaliation.

3.) **Contact Barbara Watts, Director of Career Services Center as soon as an incident occurs – whether you decide to confront the person who committed the harassment or discrimination or not.** By informing Barbara, you will be able to discuss the most appropriate ways to confront a supervisor and be supported, as well as be able to ask any questions concerning the complaint procedure.

4.) If the complaint is not resolved satisfactorily, you may take the complaint to the next level of authority (on-site supervisor's supervisor). You should also continue to be in contact with Barbara Watts who may decide the complaint ultimately needs to be taken to the Dean of Students. **If you or the SBC Career Services staff notifies the employer of this behavior, the employer has an obligation to investigate by talking to you and the party accused of harassment.**

5.) Possible resolutions by Sweet Briar College Career Services staff may include but are not limited to the following:

- a. Coaching the intern on how to directly address a situation which is causing a problem;
- b. Mediating the dispute with the parties; aiding in the modification of a situation in which the offensive conduct occurred;
- c. Assisting a department or division with the resolution of a real or perceived problem;
- d. Or arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the College's discrimination and harassment policies.

6.) If you do not satisfactorily resolve your concerns through discussions with parties involved and the Career Services Center it may be necessary to file a formal written grievance (as outlined in the SBC Human Resources Benefits and Policies manual), contact SBC's legal counsel and Dean of Students (if not already contacted), and remove the student from the internship location. Please understand this will not serve as a substitute for following the employer's harassment and non-discrimination procedures.

7.) The Career Services staff will make every effort to keep information that you provide **CONFIDENTIAL**. You as the student will have the final determination as to which actions, if any, are pursued and the staff will respect your wishes.