

## STUDENT EXTERNAL INTERNSHIP AGREEMENT

This is an agreement between [Insert Site Organization Name Here] as "Site", the undergraduate student, [Name Here], as "Student".

### GENERAL UNDERSTANDING:

- (1) The internship expectations will be agreed upon by the Student, and the Site and approved by the Neuroscience Institute at Georgia State University (NI). The starting and ending date required for each internship should be coincident with the academic semester specified above.
- (2) The expectations of the Student will be mutually determined by agreement of the parties and may at any time be altered by mutual agreement between the three parties. The Site or NI may remove the student from the internship based upon perceived lack of competency on the part of the student, the student's failure to comply with the rules and policies of the Site or the NI, or, for any other reason where either party reasonably believes that it is not in the best interest of any of the above parties to continue. If such an occurrence happens, an alternative assignment may be developed so that the Student may receive credit for NEUR 4920 / NEUR 4980.
- (3) The parties shall provide for the evaluation of Student as designated below. While it is understood that the Site will be responsible for participation in the evaluation of Student and their satisfactory completion of the requirements detailed below, final responsibility and authority for Student's grade remain the exclusive responsibility of the NI and grades will be determined based on the syllabus description.

### SITE RESPONSIBILITIES:

- (1) The Site will retain responsibility for the care of Student and will maintain administrative and professional supervision of Student while participating in activities related to the internship.
- (2) Site staff will assist the NI in the evaluation of the learning and performance of Student.
- (3) The Site will provide for the orientation of the Student as to the facilities, philosophies, rules, regulations and policies of the organization.
- (4) The Site will maintain records of **Student Emergency Contact Information** and contact designated individuals and NI as soon as possible with any and all emergencies.
- (5) The Site will communicate any questions or concerns regarding Student performance promptly to NI and will respond to any concerns from Student or NI promptly in writing.

### STUDENT RESPONSIBILITIES:

- (1) Student will conduct themselves professionally and adhere to all requirements specified by both the Site and the NI to receive full course credit, including but not limited to: hourly expectations, quality of work, professional communication, adherence to all guidelines and procedures, and submission of the final project.
- (2) Student will provide accurate information regarding the internship.

- (3) The Student will communicate any questions or concerns regarding the internship or Site promptly to the NI as soon as they become evident.

**MUTUAL RESPONSIBILITIES:**

- (1) The parties will work together to maintain an environment of quality learning experiences.
- (2) If at any point there is dissatisfaction with the internship experience from Site or Student, they will contact NI as soon as possible for alternative arrangements to be made.

[SIGNATURE PAGE TO FOLLOW]

THE AGREEMENT BELOW SIGNIFIES THE AGREEMENT OF INTENT TO COMPLETE AN INTERNSHIP FOR CREDIT FOR [STUDENT] UNDER THE SUPERVISION OF [DESIGNATED SITE SUPERVISOR].

[STUDENT NAME]  
[STUDENT ADDRESS]  
[STUDENT PHONE NUMBER]  
[STUDENT EMAIL]

[SITE ORGANIZATION NAME]  
[SITE ADDRESS]  
[DESIGNATED SITE SUPERVISOR]  
[SITE PHONE NUMBER]  
[SITE SUPERVISOR EMAIL]

Student will complete agreed amount of work a week, at [SITE ORGANIZATION NAME], in addition to completing syllabus requirements as agreed upon below to receive credit through the Neuroscience Institute

Course Number / Credit Hours : \_\_\_\_\_ Semester : \_\_\_\_\_

Hours to work per week with Site ( 4 per credit hour ) : \_\_\_\_\_

Internship Start Date : \_\_\_\_\_ Internship End Date : \_\_\_\_\_

**Please detail below the schedule expectations agreed upon between the Site and Student. Include days & times Student will be working with Site:**

**Please detail below the expectations for Student work products as agreed upon by the Student and Site. Include any restrictions on sharing data or propriety information with the NI or broader public.**

**By signing below, each party agrees to respect the agreements specified above.**

Student Name (Print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Site Name (Print): \_\_\_\_\_ Site Signature: \_\_\_\_\_

Approved by:

NI Faculty of Record (Print): \_\_\_\_\_ Signature: \_\_\_\_\_