



## Liberty University Internship Program

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### Liberty University Student Internship Agreement Form

#### I. Student Information

Student Name (include Maiden): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Liberty Email: \_\_\_\_\_

Major: \_\_\_\_\_ Class Year (JR/SR): \_\_\_\_\_ Have you ever been convicted of a felony (yes or no)? : \_\_\_\_\_

Internship Semester: \_\_\_\_\_ Course: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Required Work Hours: \_\_\_\_\_

#### II. Internship Organization Information

Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Organization's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Is this position (please check one):      **Unpaid**      **Paid**      If paid, what is the amount of your compensation? \$ \_\_\_\_\_

#### III. Student Internship Description & Learning Objectives

##### **Learning Objectives:**

(Check **three** objectives to show what portions of your discipline you will incorporate into your internship. The objectives indicate skills/knowledge that are specific, measurable, realistic, and achievable.)

- ☐ Apply psychological explanations to observed behavior patterns in a “real world” setting.
- ☐ Identify relevant behavior patterns within the context of an internship.
- ☐ Evaluate the integration of faith and practice within a “real world” internship experience.
- ☐ Demonstrate competence in an applied setting related to the field of psychology.
- ☐ Analyze the complexity of socio-cultural and international diversity.

##### **Duties/Assignments:**

(Together with your site supervisor identify what your duties and assignments will be while at work with your internship organization. Attach additional sheet if needed.)

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#### **IV. Internship Guidelines for Students**

If accepted into the Liberty University Undergraduate Internship Program, the intern will have the opportunity to participate in training and observation at the internship organization in accordance with this Agreement. The intern understands and agrees to abide by all requirements, provisions, terms and conditions of this Agreement in consideration of the opportunity to participate in an internship program at this agency.

#### **PERSONAL CONDUCT** – The Intern agrees to:

- continue to uphold high moral values, as he/she will be representing Liberty University as an intern;
- become familiar with the *Liberty Way* in order to have a complete understanding of how to follow the *Internship Guidelines*;
- the policies of the *Liberty Way* specific to the administration of eight or more reprimands being applicable to his/her internship;
- an immediate dismissal from his/her internship position, as well as disciplinary action in accordance with the *Liberty Way*, upon the accrual of 16 or more reprimands.

#### **RELATIONS WITH OTHERS** - Intern agrees that:

He/she is under the honor code of the *Liberty Way* in regard to personal matters with other interns, and if he/she:

- should witness what is considered to be an infraction of school policy, it is his/her responsibility to first confront the student and request that the intern report immediately to the Experiential Education Coordinator, and then report the alleged infraction and those involved to the Experiential Education Coordinator;
- fails to uphold the code by ignoring major infractions of school policy by not giving full disclosure, he/she will be deemed as responsible as the person who violates the school policy, and will receive appropriate discipline. A violation of school policy is considered a betrayal of the *Liberty Way* and is treated as such;
- has a personal problem with his/her employer, or any other person with whom he/she is affiliated as an intern, he/she should try to politely resolve it directly with the person involved, and then if necessary, he/she should contact the Liberty University Faculty Intern Advisor responsible for his/her internship or the Experiential Education Coordinator who will make further contacts.

#### **INTERNSHIP POLICIES** - Intern agrees that:

- he/she will fulfill his/her obligation to the organization according to the terms delineated on the internship agreement, and that if he/she is dismissed by the organization because of unprofessional practices, the internship shall be and have unsuccessfully completed the internship requirements, he/she may receive a failing grade for the course and may also be subject to disciplinary action in accordance with the *Liberty Way*;
- an internship course may be dropped without academic or financial penalty only in those instances wherein Liberty University determines that the organization has significantly departed from the terms of the *Student Internship Agreement*;
- the internship course assignments and hours worked must be started and completed within the semester registered;
- the Faculty Intern Advisor will address questions about assignments, credit, or the academic quality of the internship site;
- internship fees are assessed at the current tuition rate per credit hour;
- falsification of any portion of this document will result in immediate dismissal from the Liberty University Internship Program and may constitute further disciplinary action from the Office of Student Conduct.

#### **WAIVER OF LIABILITY & INDEMNITY** –

- **Indemnity.** The undersigned student and parent and/or legal guardian each, jointly and severally, hereby releases, waives his or her rights to recover against, and agrees to indemnify, defend, and hold harmless Liberty University, and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers (hereinafter jointly referred to as the “Indemnatee”) from and for any and all claims or causes of action for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney’s fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating in any way to student’s participation in the Internship, including, without limitation, student’s travel to, from and during the internship, and wrongful acts of others that are harmful to the student.
- **Waiver.** The undersigned student and parent and/or legal guardian each waive any and all claims that may arise against Liberty University, and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers as a result of or in any way related to student’s participation in the Internship, including, without limitation, student’s travel to, from and during the internship, and wrongful acts of others that are harmful to the student, including but not limited to claims alleging negligence, gross negligence, and/or willful and wanton negligence. The undersigned student and parent and/or legal guardian each further agree to waive the protection afforded by any statute or law in any jurisdiction the purpose, substance and/or effect of which is to provide that a general

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release shall not extend to claims, material or otherwise, which the person giving the release does not know or suspect to exist at the time of executing the release. This means, in part, that the undersigned is releasing unknown future claims.

- **Covenant Not To Sue.** The undersigned student and parent and/or legal guardian(s) each promise and agree that he or she will not sue Liberty University, or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants and insurers for any damages, losses, claims, causes of action, suits, demands, costs, complaints, including those resulting from the undersigned's illness, injury, and/or death, released and waived in the two preceding paragraphs. The undersigned student and parent and/or legal guardian each further agrees that Liberty University may plead this agreement as a full and complete defense to any suit brought in violation of this promise.
- **Agreements Not Limited by Actions of Liberty University.** The undersigned student's and parent's and/or legal guardian's agreements and obligations under the three preceding paragraphs shall not be limited or reduced in any way because any of the losses, damages, property damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the undersigned's illness, injury, and/or death, arise or result, in whole or in part, from the negligence of, or breach of any express or implied warranty or duty by Liberty University, or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants, and insurers.

## **V. Final Signatures**

By signing below the persons signing agree to abide by the terms and conditions as expressed in this Agreement.

1. \_\_\_\_\_  
**Agency/Site Representative Signature (The person supervising your internship)**      **Date**

I have read this internship agreement carefully before signing it, and agree that it contains my entire agreement with LU as to my participation in the internship program. This agreement shall become effective only upon acceptance by LU of my application for the internship program, and shall be governed by the laws of the Commonwealth of Virginia.

2. \_\_\_\_\_  
**Signature of Student (Intern)**      **Date**

\_\_\_\_\_  
**(Parent or legal guardian -- if student is under 18) \*\***

\_\_\_\_\_  
**Date**

*\*\*I am the parent or legal guardian of the Student, have read the complete document "Student Internship Agreement Form" and I am and will be legally responsible for the obligations and acts of the Student, and agree for myself and the Student to be bound by the terms of this Contract.*

Please submit your completed SIA form in order for the department signature to be signed.

For Office Use Only:

3. \_\_\_\_\_  
**Psychology Department Representative**      **Date**

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