Below are documents that have been approved by the Texas State University System General Counsel. All documents are to be included in the internship and/or co-op packets distributed to students and employers.

**Student information:**

- Guidelines for Receiving Internship Credit
- Pre-Screening Form
- Learning Agreement
- Student Waiver of Liability

**Employer information:**

- Learning Agreement
- Employer Waiver of Liability (Unpaid, For Profit only)

All academic departments participating in service learning initiatives must provide the following:

- Community Partnership Agreement Letter **
- Student Waiver of Liability**

**Classroom trips supervised by a Lamar University faculty or staff member are exempt from the service learning documents.**

Following the steps below will ensure that all internships, co-ops and service learning packets, as well as opportunities posted through our site, have been reviewed and approved.

**Step 1.** Documents must be put on website through The Career and Testing Center.
**Step 2.** The completed packet must be approved by the Career and Testing Center.
**Step 3.** All un-resolved issues will be sent and approved through the Senior Associate Provost for review and decisions.
**Step 4.** All internships, service learning and co-ops must be registered through Cardinal Connect for university tracking.

Teresa Simpson  
Date  
Director, Career and Testing Center

Steve Doblin  
Date  
Provost and VP Academic Affairs

Deidra Mayer  
Date  
Associate Director, Career Services

All questions are to be directed to Deidra Mayer, Associate Director for Career Services in the Career and Testing Center at Deidra.Mayer@lamar.edu or call at 409-880-8871.
For more information on legal questions surrounding paid or unpaid internships:

Update: 02-22-11
2010 Guidelines for Receiving Internship Credit
All Business Undergraduate and Graduate Students

Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum.

For the MGMT 4390 or BUSI 5360 classes, credit can be earned for Internships under the following conditions:

**Key Facts of the Course:**
- Carries three hours of upper-level academic credit
- Enrollment requires completion of Pre-Screening Form and Learning Agreement

**Guidelines for Approval:**
- Must attend Internship orientation
- Credit is not given for general work experience. It **must** be an Internship-not a job.
- Duties and project descriptions are required
- The Internship must have a beginning, an end, and concrete professional development goals.
- The Internship should be a necessity for entering a career field and a valuable experience.

**How to Register for Class:**

All the necessary forms are available on the College of Business and Career and Testing Center websites. The following pages further list all materials and forms that must be submitted to the Career and Testing Center and Faculty Internship Coordinator before you can enroll in the course.
Career and Testing Center Requirements:

- Review and Complete the Internship Orientation Checklist Form.
- Complete and return the Pre-Screening Form and Learning Agreement for MGMT 4390/ BUSI 5360.
- Upon completion of your Internship, please:
  - Ensure that your employer has completed the Supervisor’s Evaluation.
  - Complete student survey on Career and Testing Center website.

Academic Requirements

- Students need a cumulative GPA of 2.5 or higher.
- Students must have completed a minimum of 90 academic credit hours.
- Students must agree to work a minimum of 120 hours during Internship.
- Students must apply and be approved to participate in the Internship program with the Faculty Internship Coordinator.
- Only one Internship can apply toward your degree plan.
- If you do not currently have an Internship site, Career and Testing Center will assist you in the process.

Professor’s Requirements:

- Three assignments due at varying times throughout the semester
- Attendance at three class meetings during the semester
- The following items must be completed and/or turned in prior to the last class meeting:
  - Written Internship project report
  - Log of hours from the entire semester
  - Activities Journal from the entire semester
  - Presentation of project to class
  - Supervisor’s Evaluation which will be emailed to Employer
  - Student Evaluation that may be found on Career and Testing Center website
LAMAR UNIVERSITY
Pre-Screening Form

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE AGREEMENT

PART 1: STUDENT INFORMATION
Name__________________________  Major__________________________
Address________________________ Telephone_______________________
_________________________________ Email__________________________
GPA: __________________________ Classification_____________________
During which term and academic year will you be doing the Internship?________
During which term and academic year will you be enrolling for academic credit?________

PART 2: EMPLOYER INFORMATION
Organization_____________________________________________________
Address________________________________________________________
Supervisor__________________________ Title__________________________
Email______________________________ Phone________________________

PART 3: JOB DESCRIPTION
Please attach a copy of your job description to this agreement.

PART 4: PROJECT DESCRIPTION
Please attach a detailed description of your project to this agreement.
The purpose of this agreement is to assist Student, with understanding obligations of all parties involved in the internship program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

1. **Student Obligations**
   
   1.1. Student shall attend a mandatory internship orientation prior to enrollment for academic credit.
   
   1.2. Student must meet with the Faculty Coordinator once internship is secured.
   
   1.3. Upon accepting an internship, the student is expected to fulfill the work experience.
   
   1.4. Please see attached General Guidelines for class details for student criteria and responsibilities specific to this internship program.
   
   1.5. Student should be covered by his/her own insurance or by Employer’s insurance.

2. **Employer Obligations**

2.1. Employer shall provide Student with a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the internship process.

2.2. Employer is to provide Student with real “hands on” career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties. Please do not expect Student to perform minor tasks or tasks others wish to avoid.

2.3. Supervisor will be expected to complete a brief evaluation at the completion of the internship, which will be used to determine Student’s final grade.
2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.
2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.

3. Faculty Coordinator Obligations
3.1 Faculty Coordinator shall monitor Student’s progress and assign a final grade for the Internship.
3.2 Faculty Coordinator shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student’s academic work.
3.3 Faculty Coordinator shall allow adequate office time to meet with Student for guidance on assignments and project.

4. Career and Testing Center Obligations
4.1 Career Center Consultant shall assist students in locating Internship opportunities that provide experience in career-related positions to supplement their academic experience.
4.2 Career Center Consultant may visit Student’s employment site.

All Parties agree to comply with all stipulations and requirements.

(Student Signature) (Date) (Employer Signature) (Date)

(Faculty Coordinator Signature) (Date)

If Student does not meet Internship prerequisites, Department Chair approval is required.

Approved

(Department Chair) (Date)