BIRMINGHAM-SOUTHERN COLLEGE
RISE3 INTERNSHIP AGREEMENT FORM

The following expectations are for all rise³ internships. Please read through these expectations carefully and sign below.

EXPECTATIONS FOR EMPLOYERS:

We will:
- Understand and adhere to the additional responsibilities regarding rise³ internships
  - Provide interns the opportunity to complete special project
  - Provide interns with networking opportunities and ways for interns to learn about the industry
- Ensure that interns receive the advertised internship experience as stated in the job description
- Provide an orientation session to incoming interns
- Meet regularly with interns to gauge progress and development
- Ensure that interns are following agreed-upon guidelines set by the employer at the time of hire
- Treat interns in a respectful and professional manner
- Complete mid-term and final evaluations of interns

EXPECTATIONS FOR INTERNS:

I will:
- Understand that I am a representative of Birmingham-Southern College while I am on site
- Conduct myself in a professional manner in all manners of communication (e-mail, phone, in-person communication, attire)
- Follow agreed-upon guidelines set by the employer at the time of hire
- Attend 2 workshops during the course of the internship
- Check in with faculty and Internship Coordinator where appropriate and necessary
- Complete mid-term and final evaluations
- Complete thoughtful reflections over the course of the internship

I have read through and discussed the above expectations. I understand that violation of any of the above expectations may result in consequences such as not receiving academic credit for the internship.

Intern: _______________________________ Printed Name: _______________________________

Supervisor: ___________________________ Printed Name: _______________________________

Internship Site: _________________________

Date: _______________

Forms should be given to Kimberly White, Internship Coordinator, before interns begin working at their sites.