

Internship Paperwork

This page is for the student's reference



An Internship is a crucial opportunity to apply the knowledge and skills you have acquired in the classroom to a real-world environment. Internships can provide valuable experience in your field as well as professional connections, and can leverage opportunities only available to students. JPCatholic desires that all students complete at least one successful internship and expects students to work closely with faculty and staff to achieve that goal.

Deadline: Internship applications received after 5pm on Friday of week 9 of the prior quarter will result in automatic denial.

Steps to Register for an Internship

1. Verify your eligibility:

- Must be a junior (90 units) or higher
- Must have available space in your class schedule and degree plan (elective space)
 - **Meet with the registrar's office to verify**
- Must be able to commit 9+ hours per week to an internship experience
- Must have transportation to the internship site (or, explore local and remote internships)
- An internship may be taken for credit up to 3 times

2. Meet with the Professional Connections Office to go over JPCatholic's internship requirements and structure

- Internship opportunity will provide 90+ hours of work within a quarter
- Internship opportunity furthers your academic & career goals based on your degree
- Internship opportunity follows all legal requirements for a paid or unpaid internship

3. Complete the Internship Letter of Intent (LOI) form before the deadline

4. Invite a faculty member to oversee your internship

5. Apply for internships. Students should plan to apply for internships at least two quarters in advance if possible.

6. Meet for interview with direct boss or hiring manager

7. Secure internship offer, and confirm faculty advisor

8. Meet with your faculty advisor to discuss:

- Learning outcomes
- Assignments (measuring learning outcomes)
- Final reflection paper

9. Complete student portion of Internship Paperwork through DocuSign. Once submitted, the paperwork will go to your faculty advisor, the Director of Professional Connections, the company internship representative, and the registrar (Pro tip: complete the student portion with your faculty advisor while you are meeting with them, then have him/her sign during that same meeting)

10. Ensure that all parties sign off on your internship paperwork by the deadline

11. Verify registration for internship credit with the registrar's office

Student Responsibilities



Before the internship:

- Complete all registration steps outlined on the previous page

During the internship:

- Strive for excellence in your internship
- Maintain professional conduct and communication with all company personnel you interact with
- Log your hours on a weekly basis
 - If you are not on track to log 90 hours at the internship by the end of the quarter, discuss with the company internship representative as soon as possible. If you are not able to resolve the issue, notify your faculty advisor and the Director of Professional Connections.
- Submit all assignments noted in your internship paperwork
- Meet with your faculty advisor at least every two weeks (ideally every week) to discuss achievement of learning outcomes
- Notify your faculty advisor and the Director of Professional Connections if there are any significant issues with your internship
- Maintain confidentiality of company information

After the internship:

- Submit hour log, final reflection paper, and any other outstanding assignments to your faculty advisor by the end of the quarter
- Complete the internship feedback survey: <https://jpcatholic.formstack.com/forms/internshipfeedback>

Reflection Paper Prompt

Save these questions to refer to later when writing your reflection paper.

Internship Overview

- Name of Company/Individual with internship.
- Your internship title.
- Length of internship.
- How did you secure this internship position?

Learning Outcomes

- What were your learning outcomes?
- Why did you choose these learning outcomes?
- How did you report progress towards achieving your learning outcomes each week / over time?
- How did you measure progress towards achieving your learning outcomes each week / over time (Example log with details, artifacts etc.)?

Intern Experience

- What deliverables did you produce?
- How did the deliverables demonstrate you achieved your learning outcomes?
- Describe or include a few examples of your work (remove identifiable components as necessary)
- Describe challenges you faced and how you overcame them.
- What advice do you have for future students?
- How have the experiences and skills you've gained fit with and/or shaped future goals?
- How did this experience connect to your program and overall learning experience at JPCatholic?

Student & Curricular Details

STU

Student's Full Name

Student ID

Instructor Full Name

Year & Quarter: 20 _____ Fall Winter Spring Summer

Student's Major: Business Communications Media Humanities Visual Arts

This is my: 1st 2nd 3rd internship for credit

Employment Details

Organization Name

Name

Address

City

State

Zip

Company Internship Representative

Name

Title

Phone

Email

Intern's Position, Title, & Hours

Intern's Title

Period of internship will begin on: _____ / _____ / 20____ end on _____ / _____ / 20____

Estimated hours: _____ per Day or Week = _____ Total (10 weeks)

Days of the week: Mon Tue Wed Thu Fri Sat Sun

Unpaid or Paid \$ _____ Per hour Per week Stipend Other

Special Compensation Notes (if needed):

Course Description

Provide a course overview by describing your internship (including structure and duties). The Professional Connections Office will review this information to determine whether your internship can be approved for credit.

Learning Outcomes & Grading

Outline your learning objectives, assignments, and grading schematic:

Learning Outcomes

- Detailed phrase stating the specific learning objective
- Distinct from work performed
- More than a couple words. For example list, “Learn how to reach your target audience” instead of “Social Media Marketing.” Each box is tall enough to accommodate multiple lines of text.

Assignments

- A deliverable that measures completion of learning outcomes
- Is submitted to your professor and distinct from work performed for the company

Value

- The percentage each assignment is of your overall grade.
- Final Reflection Paper must be factored in.

Learning Outcomes	Assignments	Value
	Final Reflection Paper & Log of Hours <i>See "Reflection Paper" page for prompts</i>	

Late Penalty

_____ % will be deducted for each week an assignment is late.

If no percentage is listed, late assignments will default to 100% loss of value.

Late Consequences & Work Agreement

Initial (don't checkmark) each item after careful review:

- _____ I understand that each assignment's value will be lowered for each week the assignment is late
- _____ I understand that all work, including but not limited to: weekly assignments, a final log of hours worked, and the final reflection paper, must be submitted by the last day of the quarter to receive credit.
- _____ I understand that failure to meet with my instructor on a regular basis may impact my grade up to and including failing the class.
- _____ Agree to comply with the office routines of the business and follow any reasonable instructions that I may be given. I will advise the Company of, and may decline to participate in, any activity for which I am not confident or qualified to perform.
- _____ Acknowledge that any information/projects/material and the like that I become privy to in the course of my internship or as a consequence of my internship shall be maintained in the strictest confidence, and I shall not divulge/release/otherwise allow the information to be made known to any person/persons who otherwise are not eligible to partake of such information.

Risks & Liability

Carefully review the following and sign below:

- 1. Risks.** I understand that participation in the internship may subject me to risks not found in study at JPCatholic that could result in illness, injury, and even death. Such risks include, but are not limited to, those associated with traveling to and from the facility; different standards of health, safety, maintenance of buildings, public places and conveyances; and increased crime and pollution. JPCatholic's evaluation of the internship is based solely on its experiential and mission-related merits; JPCatholic does not represent or act as an agent for, and cannot control the acts or omissions of, anyone associated with the internship. JPCatholic is not responsible for matters that are beyond its control, and cannot warrant the safety or convenience of the circumstances under which I will be working or traveling. I understand that I must independently evaluate whether the internship will take place in a safe and secure environment by my own personal standards. It is my responsibility to take every precaution to safeguard my health and personal belongings from damage or theft. At no time should I enter or remain in a space that does not meet my standards of safety and security.
- 2. Liability Waiver.** Having made my own investigation into and assessment of the risks described above, I agree, on behalf of my family, heirs and personal representative(s), to knowingly and willingly assume all the risks and responsibilities associated with my participation in the internship. To the maximum extent permitted by law, I release, hold harmless and agree to indemnify JPCatholic and its officers, directors, faculty, staff, representatives, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, related to my participation in the internship (including periods in transit to or from my destination), resulting from any cause, including but not limited to ordinary negligence, gross negligence, or willful acts.

Student's Signature

Date

Time Commitment & Weekly Outline

Meeting with Faculty Advisor & Assignment Submission

Note when you will be meeting with your faculty advisor and how frequently you will be submitting assignments

Responsibilities of the Faculty Advisor

- Develop learning outcomes for the internship with the student
- Meet with the student every 1-2 weeks to discuss their achievement of learning outcomes and any relevant assignments
- Review the intern's hour log to ensure they complete 90 hours at the internship by the end of the quarter
- Assign a course grade (Pass/Fail) based on the completion of assignments, hour log, and final reflection paper

Hour Requirements

The intern must complete a minimum of 90 hours during the 10-week quarter. Your instructor will verify your internship hours. A successful internship results in 3 units of credit, which is the equivalent of a regular class. The grade assigned to the internship is Pass or Fail.

Logging Hours

During the 10th week, you must submit a final log of hours worked, including a summary of what was completed each week to your instructor.

SCAN ME



Use the template provided at this link, or a similar template:

<https://jpcatholic.edu/go/internshiplog>

Optional Notes

List any other information relevant to the internship:

Approval

1. Student: _____ Date: _____ / _____ / _____

2. Faculty Advisor: _____ Date: _____ / _____ / _____

3. Professional Connections Office: _____ Date: _____ / _____ / _____

4. Registrar: _____ Date: _____ / _____ / _____

Students will be registered for internship credit only if all signatures are obtained by the paperwork deadline

Memorandum of Understanding



John Paul the Great Catholic University

&

Organization Name

John Paul the Great Catholic University (JPCatholic) is interested in promoting the benefits of an Internship arrangement for all parties involved. This Internship Memorandum of Understanding describes the mutual responsibilities between JPCatholic and the Organization. The purpose of this document is to describe and define expectations and responsibilities of both parties regarding an Internship to be performed at the site by a currently enrolled JPCatholic Intern.

Students: It is your responsibility to communicate the application deadline listed below and review entire MOU.

Deadline for Internship Application and this MOU: _____ / _____ / 20_____

A. Responsibilities of John Paul the Great Catholic University

1. Certify the Intern's eligibility to participate in an Internship.
2. Establish guidelines for Internship Programs and communicate these guidelines to the Organization.
3. Assign a JPCatholic faculty advisor who will:
 - a. Work with the Intern to develop learning outcomes.
 - b. Verify the intern's completion of required hours and the completion of assignments for class credit.
 - c. Measure the achievement of the learning outcomes.
4. Maintain communication with the Company Internship Representative.
5. Encourage the student's productive contribution to the company.
6. Maintain the confidentiality of any information designated by the Company Internship Representative as confidential.

B. Responsibilities of the Company Internship Representative

1. Provide a John Paul the Great Catholic University (JPCatholic) Intern with a challenging and meaningful learning experience that will promote his/her professional development and achievement of learning outcomes.
2. Provide adequate supervision and guide the Intern through a minimum of 90 hours of work within the Quarter.
3. Determine if the Internship is a volunteer or paid position.
4. Follow all federal and state requirements for offering a paid or unpaid internship (review page 6 for more details)
5. Communicate to the intern the philosophy, policies, programs and services of the organization.
6. Define the organization's expectations of the Intern.
7. Integrate the Intern as a functioning participant in appropriate levels of organizational activities, projects and programs; assign and evaluate a specific project(s) if applicable.
8. Notify JPCatholic personnel of any changes in the intern's work status, schedule, or performance.
9. Maintain general liability, professional liability, and worker's compensation insurance as required by law.
10. Respond to short, post-internship survey initiated by JPCatholic personnel.

C. Duration of Agreement

This Memorandum of Understanding shall continue from _____ / _____ / 20_____ to _____ / _____ / 20_____

An Internship may be reviewed due to dissatisfaction. Following a discussion, if satisfactory resolution cannot be achieved, termination may be requested by JPCatholic or the Company.

Assigned JPCatholic Instructor

Name

Signature

Date

Company Internship Representative

Name

Signature

Date

Paid vs. Unpaid Intern

Paid Interns

Interns who are paid at least California minimum wage for the duration of their internship can be classified as employees, and thus can complete work an employee would otherwise do.

However, for a paid student to be considered an intern (eligible to receive academic credit for their experience from JPCatholic), it must be a significant learning experience for the student that advances the goals of their degree. The student must be working with a supervisor at the company and will be overseen by a faculty advisor at JPCatholic to ensure that their internship is a significant learning experience that advances academic goals.

Unpaid Interns

Students paid less than California minimum wage are considered unpaid interns, even if they receive a stipend.

Non-Profit Companies

“Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.” (WHD)

- There must still be a written agreement that there won't be any compensation (JPCatholic paperwork)

For-Profit Companies

The FLSA requires for-profit companies to pay employees at least minimum wage for their work. In order for a student to be unpaid, they must be treated as a non-employee. The student, not the company, must be the primary beneficiary of the internship. If the company is primarily benefiting from the work the intern completes, the student will be classified as an employee and must be paid at least California minimum wage.

Tasks appropriate to unpaid internships at for-profit companies can include:

- Job shadowing
- Shadowing team meetings or client meetings
- Directly training with or receiving feedback from company representatives
- Practice exercises that benefit the student rather than the company, similar to an educational setting

Key factors needed to qualify as an unpaid internship:

- Written agreement that there won't be any compensation (JPCatholic paperwork)
- Training similar to an educational setting rather than independent work
- Cannot take the place of a regular employee
-

Source: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>