

Internship Course Application and Agreement

A well-rounded education extends beyond the classroom. Our internship and work-based learning opportunities are designed to allow students to apply what they have learned through academic coursework in real-world professional experiences while earning college credit. Internship courses at FSW supplement the work-based learning/internship experience to allow students to earn academic credit. This requires an approved internship taking place simultaneously with the academic course in order to participate and successfully complete the course requirements. Internships should be a learning experience for the student in a career path they are exploring, supervised by a professional in the industry.

By engaging in FSW's Internship Program, both the student and employer acknowledge and confirm that the internship meets the principal requirements of FSW-affiliated internships.

- ✓ Well-defined learning objectives aligned with students' professional goals and academic interests.
 - ✓ Engagement in meaningful tasks deemed significant to the organization to promote the practical application of acquired knowledge and the development of skills in industry.
 - ✓ Provide student-intern with clear guidelines regarding expectations, as well as information about organization policies and culture.
 - ✓ Ensure supervision and by an experience professional who is accessible, supportive, and able to provide routine feedback.
 - ✓ Guarantee a safe, clean, and comfortable environment which includes resources, equipment, and facilities necessary to support learning objectives.
 - ✓ Compensate student-interns fairly and accordingly when possible.
- For information on unpaid internship, please refer to the Fair Labor Standards Act Fact Sheet #71, found here: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>



Career Connection Center

For questions related to internships contact FSW's Internship Coordinator, Carrie Bohling at Internships@fsw.edu or (239) 489-9362.

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Student Information

First Name: _____ Last Name: _____ Bucs ID #: @
Email: _____@bucs.fsw.edu Are a high school dual-enrolled student?
How does this Internship align with your career goals?

Total Credit Hours Earned: _____ Previous Internship Credit Hours Earned: _____
How many credit hours of Internship (1 credit = 45 hours) will you register for this semester?
How did you find this Internship?

I acknowledge and confirm that I have been informed of the requirements of FSW's Internship course and understand that I will be responsible for working all required hours and completing all course assignments on time. All assignments must be completed before receiving a final grade.

Student Signature: _____ Date: _____

Employer Information and Approval of Internship

Company: _____ Supervisor Name: _____
Company Address: _____
Supervisor Email: _____ Supervisor Phone: _____
Anticipated Start Date: _____ End Date: _____ Estimated Total Hours: _____
Paid or Unpaid: _____ In-person, Remote, or Hybrid: _____

Three learning objectives of this internship are:

1. _____
2. _____
3. _____

List three activities the intern will perform to achieve the learning objectives.

1. _____
2. _____
3. _____

I acknowledge and confirm that I have been informed of the requirements of FSW's Internship Program and understand that I will be responsible for providing the student intern a planned, supervised program of career related experience, evaluate the student twice during the semester using the provided form and will verify the total internship hours worked by responding to an email from FSW's Career Connection Center during the last week of the semester. Each credit hour and student is registered for requires 45 working hours.

Supervisor Signature: _____ Date: _____