

TCU Department of Strategic Communication Internship Agreement Form

This agreement between the TCU Department of Strategic Communication and

(company/institution providing the internship – hereafter referred to as “the agency”)

is a statement of understanding between the two contracting parties concerning obligations to be met in facilitating an internship for credit and furthering the degree of professionalism in TCU undergraduate students enrolled in the Department of Strategic Communication.

The Department of Strategic Communication agrees to:

1. Assign a specific member of the faculty/staff to work directly with the designated agency supervisor to further the student's learning experience and to resolve any problems that might arise.
2. Hold the agency accepting the intern harmless and indemnify it for any cause of actions, demand, loss or injury of any Strategic Communication student that occurs during the time periods when the intern is working for the institution.
3. Accept responsibility for final determination of the student's grade for the internship.
The Department of Strategic Communication shall not be liable for the negligence, or willful and wanton action of the agency, its employees or its agents.

The agency agrees to:

1. Assign a specific staff member (or members) to direct and coordinate the student's internship, to prepare evaluations of the student's performance, and to alert the supervising faculty/staff person of any problems involved with the internship.
2. Provide facilities, supplies, space and support, within its capabilities, necessary to the student's effective performance.
3. Request that the Department of Strategic Communication withdraw a student from an internship if the student's work is not satisfactory. The agency agrees not to terminate an agreement without prior notice to the TCU supervising faculty/staff member. It shall be the Department of Strategic Communication supervising faculty/staff member's obligation to notify the student that the position has been terminated.
4. Provide for the student during the term of the internship at least 75 hours of work responsibilities for every credit hour to be earned, up to three hours each semester, relevant to the professional and intellectual development of the student in his/her field.

This agreement will begin _____ during TCU's _____ term.
(date) (spring, summer or fall)

This agreement shall continue until completion of the student's internship requirements or until terminated at the option of either the Department of Strategic Communication or the agency. The party wishing to discontinue the agreement shall notify the other in writing not later than the middle of the semester. Any section of this agreement may be revised and the new agreement will take effect upon the signing of a revised document by the parties concerned.

Supervising Faculty

Name: Broc Sears Date: _____

Title: Internship Director

Signature: Broc Sears RBS

For digital forms, type name in Signature field and then initial

Phone: 817-257-5052

Email: b.sears@tcu.edu

Staff member Agency Supervisor/Representative

Name: _____ Date: _____

Title: _____

Signature: _____

For digital forms, type name in Signature field and then initial

Phone: _____

Email: _____

Student's Name: _____ Credit hours to earn: _____

Phone: _____

Email: _____

Fill in the form **completely**, sign (or initial), save with the student's name in the title, attach the new saved document to an email and send to: b.sears@tcu.edu

Or, fax the completed, signed form to Broc Sears at (817) 257-7322. **Incoming faxes are not monitored closely and are likely to be overlooked.**

Or, print out and mail the completed, signed form to:
Broc Sears, Internship Director, Department of Strategic Communication, TCU Box 298065, Texas Christian University, Fort Worth, TX 76129.

Or, print out and bring the completed, signed form to the Internship Director's office, 220 Moudy South.