

## **THE CITADEL Baker School of Business INTERNSHIP AGREEMENT FORM**

### **I. Student Information**

Student Full Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Student Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Student Cell Phone #: \_\_\_\_\_ Student Citadel's Email: \_\_\_\_\_

Student BSB Department: \_\_\_\_\_ Student GPA: \_\_\_\_\_

Internship Semester & Year: \_\_\_\_\_ Course: \_\_\_\_\_ 460 \_\_\_\_\_ Course Credit Hours: \_\_\_\_\_ 3 \_\_\_\_\_

How many credits are you taking this semester with this class (XXXX460): \_\_\_\_\_

Have you taken this class (MGMT460) before (check one): YES \_\_\_\_\_ NO \_\_\_\_\_ When Semester & Year: \_\_\_\_\_

Cadet Company (leave blank if not a member of South Carolina Corp of Cadets - SCCC) \_\_\_\_\_

International Student (check one): YES \_\_\_\_\_ NO \_\_\_\_\_ Have you been convicted of a felony (check one): YES \_\_\_\_\_ NO \_\_\_\_\_

### **II. Internship Site/Organization's Information**

Internship Organization's Name: \_\_\_\_\_

Internship Organization's Industry: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing/Physical Address: \_\_\_\_\_

Mailing/Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Manager's Name: \_\_\_\_\_ Site Manager's Title: \_\_\_\_\_

Site Manager's Phone: \_\_\_\_\_ Site Manager's Email: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_ Total Agreed Upon Work Hours: \_\_\_\_\_

Total Agreed Upon Work Hours each week: \_\_\_\_\_ Total Agreed Upon Work Hours for this semester: \_\_\_\_\_

Is this position (check one): Unpaid \_\_\_\_\_ Paid \_\_\_\_\_ (Other compensation, gift, and/or stipend) \_\_\_\_\_



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### **III. Student Internship Description & Learning Objectives**

Identify specific duties and assignments with your site supervisor (you may attach or use position description provided).

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### **Work Schedule and Internship Leave:**

**\* Leave for cadets:** Academic departments submit internship leave. Leave at the training hour on **Tuesdays and Thursdays (1230 – 1330)** or **Fridays after 1500** will not be proceeded or approved for SCCC (unless special permission granted from The Commandant's Dept.

Mon. \_\_\_\_\_

Tue(\*). \_\_\_\_\_

Wed. \_\_\_\_\_

Thur(\*). \_\_\_\_\_

Fri(\*). \_\_\_\_\_

Estimated number of hours per week: \_\_\_\_\_

Estimated number of total hours for this semester (120 hours minimum): \_\_\_\_\_

### **IV. Internship Director's Review/Approval**

Internship Director: Prof. Shawn Swartwood Phone: 843-953-6968

Department: Baker School of Business - Management/Entrepreneurship Dept. Email: sswartwo@citadel.edu

Reviewed/Approved: YES \_\_\_\_\_ NO \_\_\_\_\_

Special Comments / Notes: \_\_\_\_\_

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### **V. Internship Guidelines for Students**

If accepted into The Citadel's Baker School of Business Internship Program, the intern will have the opportunity to participate in training and observation at the internship organization in accordance with this Agreement. The intern understands and agrees to abide by all requirements, provisions, terms, and conditions of this Agreement in consideration of the opportunity to participate in an internship program at this agency.

### **PERSONAL CONDUCT**

The Intern agrees to:

- Continue to uphold high moral values, as he/she will be representing The Citadel as an intern;
- Abide by The Citadel Student Code of Conduct as put forth in Blue Book Regulations.
- Accept an immediate dismissal from internship as well as potential disciplinary action in accordance with The Citadel's rules and regulations, upon any violation of school policies or procedures.

### **RELATIONS WITH OTHERS**

Intern agrees that he/she:

- Is to abide by Blue Book Regulations in regard to personal matters with other interns.
- If he/she should witness what is considered to be an infraction of school policy, it is his/her responsibility to address and/or report the issue immediately to the Internship Director and/or the Internship Supervisor.
- Fails to uphold any Blue Book Regulations by ignoring major infractions of school policy by not giving full disclosure, he/she will be deemed as responsible as the person who violates the school policy and will receive appropriate discipline.
- Will deal with issues in a responsible and courteous way to resolve conflicts directly with the persons involved, and, if necessary, he/she should contact their Citadel Faculty/Academic Intern Director responsible for his/her internship or the Career Center Internship Coordinator who will make further contacts as needed.

### **INTERNSHIP POLICIES**

Intern agrees that he/she:

- Will fulfill the obligation to the organization according to the terms delineated on the internship agreement, and if dismissed by the organization because of unprofessional practices, the intern shall be and have unsuccessfully completed the internship requirements, and may receive a failing grade for the course and may also be subject to disciplinary action in accordance with The Citadel;
- The internship course may be dropped without academic or financial penalty only in those instances wherein The Citadel determines that the organization has significantly departed from the terms of The Baker School of Business Internship Agreement Form.
- Must complete the academic assignments and hours worked must be started and completed within the semester registered.
- The Faculty/Academic Intern Director and/or the Career Center Internship Coordinator will address questions about assignments, credit, or the academic quality of the internship site;
- Internship fees are assessed at the current tuition rate per credit hour per The Citadel Registrar's Office.
- Falsification of any portion of this document will result in immediate dismissal from The Baker School of Business Internship Program and may constitute further disciplinary action.



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### WAIVER OF LIABILITY & INDEMNITY

- **Indemnity.** The undersigned student, hereby releases, waives his or her rights to recover against, and agrees to indemnify, defend, and hold harmless The Citadel, and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers (hereinafter jointly referred to as the “Indemnitee”) from and for any and all claims or causes of action for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney’s fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating in any way to the student’s participation in the Internship, including, without limitation, student’s travel to, from and during the internship, and wrongful acts of others that are harmful to the student.
- **Waiver.** The undersigned student waives any and all claims that may arise against The Citadel, and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers as a result of or in any way related to student’s participation in the Internship, including, without limitation, student’s travel to, from and during the internship, and wrongful acts of others that are harmful to the student, including, but not limited to, claims alleging negligence, gross negligence, and/or willful and wanton negligence. The undersigned student agrees to waive the protection afforded by any statute or law in any jurisdiction the purpose, substance and/or effect of which is to provide that a general release shall not extend to claims, material or otherwise, which the person giving the release does not know or suspect to exist at the time of executing the release. This means, in part, that the undersigned is releasing unknown future claims.
- **Covenant Not To Sue.** The undersigned student agree that he or she will not sue The Citadel, or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants and insurers for any damages, losses, claims, causes of action, suits, demands, costs, complaints, including those resulting from the undersigned’s illness, injury, and/or death, released and waived in the two preceding paragraphs. The undersigned student and parent and/or legal guardian each further agrees that The Citadel may plead this agreement as a full and complete defense to any suit brought in violation of this promise.
- **Agreements Not Limited by Actions of The Citadel.** The undersigned student’s agreements and obligations under the three preceding paragraphs shall not be limited or reduced in any way because any of the losses, damages, property damage, property loss or theft, costs, complaints, personal injury, death or other loss, including those resulting from the undersigned’s illness, injury, and/or death, arise or result, in whole or in part, from the negligence of, or breach of any express or implied warranty or duty by The Citadel, or any of its operators, or parent, subsidiary and related entities, or its or their respective officers, directors, employees, agents, servants, and insurers.

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### **VI. Final Signatures**

*By signing below, the persons signing agree to abide by the terms and conditions as expressed in this Agreement.*

\_\_\_\_\_  
**Organization Representative Signature (The Internship Site Supervisor)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Baker School of Business Internship Director Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Baker School of Business Academic Dept. Head Signature (if applicable)**

\_\_\_\_\_  
**Date**

**I have read this internship agreement carefully before signing it and agree that it contains my entire agreement with The Citadel as to my participation in the internship program. This agreement shall become effective only upon acceptance by The Citadel of my application for the Baker School of Business internship program and shall be governed by the laws of the State of South Carolina.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**