

**INTERNSHIP  
REQUEST FOR APPROVAL**

To be submitted to the Registrar before the end of the drop/add deadline. Submitting this form does not constitute registration. Upon approval it is the student's responsibility to make certain that he or she is properly registered for an internship. In order to participate in an internship, a student must not be on probation.

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ Class of 20 \_\_\_\_\_

Student's Major or Proposed Major \_\_\_\_\_ Term: Fall Spring Summer  
Year: 20 \_\_\_\_\_

Department in which study is to be undertaken \_\_\_\_\_

Course Level: 300 400 Number of Course Credits to be granted: \_\_\_\_\_

Previous Internship (if applicable): Dept. \_\_\_\_\_ Number of Credits \_\_\_\_\_

\*Prerequisite Courses (to be completed by Internship Supervisor) \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Indicate a brief descriptive title that will be typed on the student's academic record (no more than 40 characters)

Succinctly describe the internship program and the manner in which it will be supervised and evaluation. A COPY OF THE JOB DESCRIPTION (**TYPED ON COMPANY LETTERHEAD**), TO BE SUPPLIED BY THE ON-SITE SUPERVISOR, MUST BE ATTACHED TO THIS FORM. Your signature below indicates that you have read and understood the regulations on the attached sheet.

Indicate: number of WEEKS of on-the-job experience \_\_\_\_\_ number of HOURS per week \_\_\_\_\_

Students who are not U.S. citizens must read the attached notice. Your signature below indicates that you will comply with the INS regulations prior to employment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Supervisor (on-campus)  
*\*My signature indicates that the student has at least a C average in all prerequisite courses which I have listed above.*

\_\_\_\_\_  
Student's Advisor

\_\_\_\_\_  
Coordinator of International Admissions  
*The Coordinator of International Admissions must sign this form for all non-U.S. citizens who are not permanent residents. This signature indicates that the international student has met with me, has completed the appropriate pre-practical optional training process and has been approved.*

\_\_\_\_\_  
Director of the Center for Chicago Programs

**DEPARTMENT OF ECONOMICS AND BUSINESS**  
**INTERNSHIP AGREEMENT**  
**ECON/BUS 490**

This Agreement is an extension of the course syllabus and acknowledges the requirements for internship credit. All internships need to meet the guidelines, conditions and requirements established by Lake Forest College and the Department of Economics and Business. All approval paperwork with appropriate signatures needs to be completed and submitted to the Registrar by required deadlines. Grading is Credit/D/F. Credit is given based on accomplishing **all** of the assignments listed below, by the specified due dates, and in a satisfactory manner. Course requirements are as follows:

**1. WEEKLY JOURNALS:**

Submit ten (10) Weekly Journals that are about two pages long and typed double-spaced.

**Due 5 p.m. on Monday following the week worked and sent via e-mail or fax.**

Journal topics might include:

- < Weekly job activity and new skills you are learning
- < Connections between work experience and academic knowledge
- < Opportunities for innovation and creativity in your working environment
- < Perceptions and insights about the corporate/business environment
- < Issues of working in the business world

**2. SEMINAR MEETINGS:**

Attend scheduled seminar meetings including making a Power Point presentation about the company where you are interning, your role and what you are learning. **Meetings will be held on select Tuesday evenings 7:00-8:00 PM starting on: \_\_\_\_\_.**

**3. WORKING HOURS:**

Work 300 semester hours for two academic credits or 150 semester hours for one academic credit. On-site Internship Supervisors should submit faxed or e-mailed time sheets by noon on Tuesday by following the previous week's hours to the attention of the Econ/Bus Internship Supervisor.

**Final Time Sheet is due on Friday following last class day of the semester indicating total hours worked.**

**4. INTERNSHIP GOALS:**

Set at least three personal goals or objectives relative to the internship indicating desired accomplishments.

**Goals due on: \_\_\_\_\_.**

**5. FINAL PAPER:**

Propose, investigate and write a ten (10) page Research Paper. Cite relevant works such as books, articles and/or web based sources. This project should integrate knowledge gained in the internship with education developed in prior course work. It needs to be an original work of "C" quality or better including being grammatically sound.

**Research Paper is due on: \_\_\_\_\_.**

**6. INTERNSHIP REFLECTION:**

Submit a two (2) page written reflection about your internship. This should be a personal reflection showing the value of the internship relative to your expectations and experiences. Although a personal expression, it should be written in a professional and grammatically correct manner. The reflection is required by the college before credit can be issued.

**Internship Reflection is due on: \_\_\_\_\_.**

**7. INTERNSHIP EVALUATION FORM:**

Complete an internship evaluation form that will be e-mailed to you prior to the end of the semester. It constitutes a course evaluation and needs to be submitted by the due dates indicated on the form before credit can be issued.

**I have reviewed this Agreement and agree to these requirements,**

\_\_\_\_\_  
Signature of student and date

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**ACKNOWLEDGEMENT OF RESPONSIBILITIES AND WAIVER OF LIABILITY**  
**Lake Forest College**

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WHEREAS, Lake Forest College (the "College") sponsors internships in off-campus locations in Lake County, the City of Chicago and elsewhere, and encourages students to take advantage of the educational enrichment they offer;

WHEREAS, \_\_\_\_\_ will be doing an Internship at \_\_\_\_\_ during the \_\_\_\_\_ semester of \_\_\_\_\_ as part of his/her academic curriculum;

THEREFORE, the undersigned Student hereby acknowledges and agrees as follows:

**Student Acknowledgements**

1. I understand that my participation in the above-mentioned activity is elective and voluntary, and that it may involve risks not associated with study on the College's campus, including, but not limited to, risks associated with traveling to, from and/or at the internship destination, whether by train, bus, private auto, airplane, etc. I recognize and voluntarily assume all such risks. I agree to conduct myself in accordance with College policies and procedures. I certify that I am in good health and have no physical condition that would prevent participation in this internship. I further agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment if such care is required.

**Release of Liability and Indemnification**

2. In consideration for my participation in the above-mentioned internship, I, individually, and also in behalf of my parents or guardians, heirs, successors, assigns and personal representatives, hereby release and forever discharge the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all injuries, illnesses, damages, losses (including death) I sustain to my person or property or both, including but not limited to any claims, actions, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during or are connected in any manner with my participation in the above-mentioned trip. I understand that this release is intended to be and is as broad and inclusive as permitted by the laws of Illinois.

3. I, individually, and also in behalf of my parents or guardians, heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorneys fees, that they or any of them incur or sustain as a result of any claims, actions, damages, expenses or costs, including attorney fees, which arise out of, or are in any way connected with, my participation in the above-mentioned trip, unless said liability, loss, damage or expense results from gross negligence or recklessness on the part of the College or its employees, agents, officers, trustees or representatives.

**Miscellaneous**

4. This Agreement is to be construed in accordance with the laws of the State of Illinois. If any portion of this Agreement is held invalid, the balance of this Agreement shall continue in full legal force and effect.

**By signing below, I acknowledge that I have read this entire document, that I have had an opportunity to ask questions, that I understand its terms, that I agree to the terms stated, that by signing I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.**

**Student Signature:**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Sign name**

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

**LAKE FOREST COLLEGE**  
**Lake Forest, Illinois**

**Internships, Practicums, Student Teaching,  
and Off-Campus Programs**

**IMPORTANT STATEMENT ABOUT HARASSMENT**

Lake Forest College is opposed to and will not tolerate any harassment of an ethnic, racial, sexual, age-based or religious nature directed towards anyone on its campus. Because the College is unable to monitor off-campus behavior, should you experience or observe any harassment during your internship, practicum, student teaching or off-campus program, you are encouraged to notify your faculty supervisor, study abroad coordinator or any Director at the College. Although the College will not be able to assert a right on your behalf, it will take appropriate steps to assist you in handling the situation.

Notwithstanding this, you are encouraged to seek the advice of an attorney should you feel the matter warrants such attention. If you have any questions about this policy, please contact the Office of Student Affairs.

My signature below indicates that I have read and understand the above.

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Please Print Name

**IMPORTANT STATEMENT ABOUT BEHAVIOR POLICY**

All Lake Forest College students participating in off-campus internships are bound to adhere to the policies set forth in the Student Handbook. Lake Forest College policies apply to Lake Forest College students at all times.

Internship sites may have their own policies on drug and alcohol abuse and sexual harassment. It is the students' responsibility to learn about the site's policies and to abide by them

Students who involve themselves in conduct that violates the College policies may be dismissed from the internship program immediately, receiving a failing grade for the internship. In addition, any student who violates college policies while away may face potential disciplinary action upon returning to campus.

**I have read and understand Lake Forest College policies concerning behavior during my internship.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name