

FORM F

DEPARTMENT OF KINESIOLOGY MISSOURI SOUTHERN STATE UNIVERSITY

AGENCY ACCEPTANCE OF INTERNSHIP STUDENT

STUDENT _____ PHONE _____

JOPLIN ADDRESS _____

E-MAIL ADDRESS _____

AGENCY SUPERVISOR _____

TITLE _____ PHONE _____

AGENCY _____

STARTING DATE _____ COMPLETION DATE _____

TERMS OF AGREEMENT:

1. The student shall be at the agency for a total of 240 clock hours.
2. The student will be responsible to the agency as other employees of the agency.
3. The Missouri Southern State University supervisor assumes the role as a guest of the agency upon his/her periodic supervisory visits.
4. Missouri Southern State University is not liable for the actions of the student.
5. Be familiar with the *Philosophy of the Internship*.
6. Complete this form and return to the student.
7. Inform the student of all policies and regulations he/she must abide by during his/her time at the agency.
8. During the student's experience, the greatest benefit could be obtained by him/her if he/she were able to experience as many of the following activities as it is feasible within the context of your agency:
 - a. Orientation concerning the purposes and aims of the organization.
 - b. Orientation concerning the policies of the agency.
 - c. Face-to-face leadership opportunities in a variety of situations.
 - d. Opportunities to talk with administrative officials of the organization.
 - e. Orientation concerning budget practices.
 - f. Opportunities to participate in (or observe) various planning aspects (programs, facilities, or scheduling of leadership).

- g. Periodic evaluation sessions to point out individual strengths and/or weaknesses of the student during their face-to-face tasks.
 - h. Opportunities to observe supervisory techniques.
 - i. Opportunities to attend general staff meetings, board meetings, and/or committee meetings.
 - j. Any other experiences which may be unique to your specific agency and may be beneficial to the student.
9. Establish goals with the student. Gradually develop the student's responsibilities with the agency as you determine his/her capabilities.
 10. Inform the university supervisor of the student's progress and offer feedback which will facilitate the experience.
 11. Maintain a record of the number of clock hours the student spends at your agency.
 12. Acquaint the student with agency resources in the form of books, pamphlets, media, brochures, reports, etc...During the student's experience, he/she is required to compile a portfolio of pertinent information concerning programming, scheduling, daily logs, budget, facilities, personnel policies, and other information which will assist in the learning process.
 13. Mail **Form I** to the university supervisor at the completion of the student's experience.

This agency hereby accepts the above-named student as an internship worker under the terms of the contract listed above.

_____	_____
Agency Representative	Date
_____	_____
University Supervisor	Date
_____	_____
Kinesiology Department Head	Date
_____	_____
Student Signature	Date

Return to:

Maryann Mitts (Mitts-m@mssu.edu)
 Missouri Southern State University
 3950 E. Newman Road
 Joplin, MO 64801
 (417) 625-9547
 FAX # (417) 625-9773

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