

# NPU Internship Program: Memorandum of Agreement

After a student’s Eligibility Form has been approved, and the student has secured an internship placement, this form **must be completed in order to receive credit** for the internship experience. Please return to the Career Development and Internships Office in the Center for Student Engagement in the Johnson Center.

**This form is due by the add/drop date of the semester.**

**Please Print.**

**Student Information:**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty Sponsor Name: \_\_\_\_\_

Insurance (Circle One): North Park, Parent, Other

**Internship Site Information:**

Company Name: \_\_\_\_\_

Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Address (City, State, Zip): \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Number of hours weekly \_\_\_\_\_

Internship title/duties: \_\_\_\_\_

**Registration:**

Department (your Major abbreviation or NONP if seeking NLA hours): \_\_\_\_\_ 4970

(If completing internship hours toward the CNP, the sponsor must be the CNP faculty)

Year: 20\_\_\_\_ - 20\_\_\_\_ Semester (Circle One): Fall Spring Summer Credit hours to be awarded (0-4)\_\_\_\_\_

(Internships taken for 0 credits will not appear on your transcript and will not count toward graduation.)

**Signatures:**

Student Intern \_\_\_\_\_ Site Supervisor \_\_\_\_\_

**Signatures Required for Credit-Bearing Internships:**

Faculty Sponsor Signature: \_\_\_\_\_

*Yes, I approve of this site location for the student. If it is a new internship site location, I have reviewed the job description and support the approval of this internship site for this student.*

(For NLA Students) Nonprofit Leadership Alliance Advisor \_\_\_\_\_

Career Development and Internships Office \_\_\_\_\_

**Signature required for ALL International Students:**

(For International Students) International Student Advisor \_\_\_\_\_

*Yes, the student has communicated with me regarding all necessary internship forms for visa purposes.*

*The role of North Park University with respect to student’s onsite internship experience is limited to the awarding of academic credit for student’s participation in the internship. North Park University does not supervise, sponsor or otherwise direct the onsite activities of a student other than to assign a final paper or project from which academic credit is granted. Students will be under the supervision of the hosting organization and site supervisor as it relates to work assignments and daily activities.*

For Office Use Only: Given to the Records Office – Date: \_\_\_\_\_ Staff: \_\_\_\_\_