

GROVE CITY COLLEGE INTERNSHIP APPLICATION

Grove City College recognizes that internships are an asset in job preparation, job placement, career planning, and providing a better understanding of your major. Practical experience in the workplace is not only an education in itself; it is also increasingly demanded by potential employers in today's marketplace. Students need the opportunity to take advantage of the education, practical experience, and resume potential which only internships can provide. An extensive variety of internship opportunities, therefore, are provided across the curriculum, and all eligible students are encouraged to participate in them whenever possible.

Individual internship experiences may range between one to six credit hours. **Students must work a minimum of 60 hours for each credit earned**, and some departments may require more for each credit. Students should contact the department coordinator for specific working hour requirements. Departmental internships are available for a wide variety of majors and are listed in the course descriptions under the number "480." The Washington Internship Program requirements are outlined below.

Internships must be approved and registered prior to the start of the experience. **An internship fee will be charged for each internship experience on a per-semester basis** (see the Expenses and Financial Aid section of the college catalog for more details). If the internship is registered during a fall or spring semester, the internship credits will count toward a student's part-time or full-time status and tuition will be charged accordingly in addition to the internship fee. If the internship credit hours extend the total semester's credit hours over 17 for a fall or spring semester, there will be no "over 17 credits" fee incurred. The Washington Internship Program has a different fee structure which is outlined below.

While students may do internships purely for the purpose of gaining experience and not for academic credit, the College can certify only those internships done for academic credit under the established programs and guidelines. **A maximum of six hours of internship credit may be used toward graduation requirements.**

The College does not grant internship credit for any experience in which a student is paid by the federal government, for whatever reason. Conversely, if credit is granted by the College for an internship, then a federal stipend may not be accepted by the student. In no situation may a student accept federal money related to participation in an internship and receive academic credit, as this is prohibited by College policy.

Washington Internship Program

The Grove City College Washington Internship Program provides students from any academic major practical experience working in Washington D.C. while earning credit for graduation. The program is available to qualified juniors and seniors and counts for twelve credit hours for either the fall or spring semester. A student may also earn up to three credit hours of independent study in the fall/spring concurrent with his/her Washington D.C. experience, but not as a substitute for an on-campus course offering.

Students enrolled in POLS 481 (Washington Internship) will be required to complete a major research paper and an Internship Folder. The paper should review professional literature appropriate to the intern's area of specialization and comment on the extent to which research activities undertaken on the job reflect the state of knowledge treated in this review. The Internship Folder comprises policy briefs of presentations made by speakers at seminars, public hearings, congressional meetings, White House announcements, and other official occasions in which public policy statements and discussions take place. At least fourteen policy briefs are assigned each semester. Interns maintain a log of activities at their place of work and retain copies of documents illustrating research efforts and other assignments requested by their supervisors.

For students participating in the Washington Internship Program, tuition during the fall and spring semesters is the same as that charged for a full-time semester of study at Grove City College. Interns are responsible for securing their own housing in Washington D.C. and costs may vary. All inquiries about application forms, deadlines, letters of recommendation, and other matters related to this program should be directed to the Political Science Department Chair.

The Internship Registration Process:

- Review your academic internship department link on the GCC Internship website (www.gcc.edu/internships) for specific information and requirements that may be unique for that department.
- Review the GCC Internship Guidelines also located on the GCC Internship website to determine if you are eligible to earn credit and to help you determine if your desired internship is likely to be eligible for credit.
- Review the Student Performance Guidelines for general personal and professional work responsibility guidelines that should be followed throughout the internship.
- Fully complete the internship application obtaining all necessary signatures before submitting your application to the Registrar's Office. Check the GCC Internship website for application deadlines. Note: Internship applications must be submitted and approved prior to the internship beginning.

INTERNSHIP APPLICATION

Note: There is an internship fee. Please see the *Bulletin* for details.

Personal / Academic Information:

ID # _____ Name _____
First MI Last
 Class _____ Major(s) _____ CQPA _____ MQPA _____
 E-mail _____ Campus Box# _____ Phone # _____
 Department of Internship _____ Internship Title _____

Start Date _____ End Date _____ Total Number of Weeks _____
 Hours Worked per Week _____ Estimated Total Hours _____
 Total Internship Credits _____ Credits to Major _____ Elective Credits _____
 Previous Internship Credits Earned _____ Paid/UnPaid _____ If paid, hourly rate _____

Semester: Fall Jan Intersession Summer Year: _____
 Spring May Intersession

Host Site Information

Company/Organization _____
 Type of Business/Organization _____

Address City State Zip Code

On-Site Supervisor _____ Title _____
 Telephone Number _____ E-mail Address: _____

General description of Internship Position

**This section to be completed by the employer* (email correspondence or other employer documentation of position description and/or primary tasks is acceptable)*

Position Description: _____

Primary Tasks: (Job description may be attached):

Task Description	% of Time on Task

Employer Signature: _____

This Section to be completed by the Faculty Sponsor

Work that is required to earn Credits	
Product Description	Submission Date

Communication Methods			
Between Sponsor and Student		Between Sponsor and Organization	
Method of Communication	Date to be Completed By	Method of Communication	Date to be Completed By

Residence during Internship

Home _____ On-Campus _____ Within the USA, but not at home _____ Outside of USA _____

Address Information if Off-Campus

Address City State Zip Code

By signing below, I certify that I will not receive compensation, in any form, for this internship from any agency of the government of the United States of America.

Student - Print Name Student's Signature Date

Approval Signatures:

Academic Advisor:

Print Name Signature Date

Department Internship Coordinator:

Print Name Signature Date

Faculty Sponsor of Internship:

Print Name Signature Date

Office of International Education (If internship is outside the continental USA)

Print Name Signature Date

Release of All Claims

I, the undersigned, hereby acknowledge that Grove City College, its employees, officers, agents and assigns, have offered me an opportunity for an off-campus internship. I understand that this off-campus internship is not required of me by Grove City College, that there are alternate on-campus programs which I could enjoy or for which I could meet all College requirements, but that I am interested in such an off-campus internship, and I am voluntarily agreeing to participate in the off-campus internship being offered by Grove City College.

By participating in the internship away from the campus of Grove City College, I recognize and affirm that I am assuming a greater independence and a greater responsibility for my welfare and that of others. I acknowledge and confirm that Grove City College has not investigated the internship from a safety standpoint and that I am voluntarily assuming any and all risk to myself or to others as a result of my participation in the said internship. I understand that Grove City College makes no representations or warranties to me regarding the safety of the internship including, but not limited to, the following: travel arrangements, housing, lodging or other living conditions during the internship; application of local laws; transportation to or from any and all activities conducted within or outside the internship; related or unrelated social activities; and I understand that I will not receive supervision as to my safety or my whereabouts by anyone from Grove City College and that Grove City College, its employees, agents or officers, are not responsible to instruct me in any safety matters, nor are they responsible to provide for my safety or well-being and I voluntarily assume any and all risk and liability to myself or to others related to my travel, stay and participation in the internship or for any and all related or unrelated activities, social events or situations that may arise.

As a condition of participating in the internship, I hereby release, waive, discharge and covenant not to sue Grove City College, its officers, employees and agents, from any and all claims, demands, liabilities and causes of action whatsoever arising out of or related to any loss or damage to property, personal injury, death or breach of contract sustained by me or third parties arising out of any act of omission or commission, negligent or otherwise, committed during my travel, stay and participation in the internship or for any and all related or unrelated activities, social events or situations that may arise whether caused by the negligence of Grove City College, its officers, employees and agents or otherwise.

I also agree to assume all liability for and hereby agree to defend, indemnify and hold harmless Grove City College, its officers, employees and agents, from and against any and all losses for injuries to and death of myself arising out of, incident to or in connection with all acts of omission or commission, negligent or otherwise, committed during my travel to and from said internship, my participation in the internship or for any and all related or unrelated activities, social events or situations that may arise whether such acts of omission or commission, negligent or otherwise, were caused by myself or by Grove City College, its officers, employees and agents as well as to indemnify and hold harmless Grove City College, its officers, employees and agents from any and all reasonably incurred attorneys' fees in the defense of any such action or the enforcement of the provisions of this paragraph of the Release Agreement.

I understand that the purpose of the internship is not to instruct me on nor provide for my safety nor is Grove City College, its officers, employees and agents, responsible to provide for my safety whatsoever including travel, housing and events related or unrelated to said internship or all risks connected therewith, whether foreseen or unforeseen and further I agree to indemnify and hold harmless Grove City College, its officers, employees and agents, from any and all losses, whether or not such losses are occasioned by or incident to or the result of acts of negligence or otherwise

of Grove City College, its officers, employees and agents as well as to indemnify and hold harmless Grove City College, its officers, employees and agents from any and all reasonably incurred attorneys' fees in the defense of any such action or the enforcement of the provisions of this paragraph of the Release Agreement.

I further state that I am of lawful age and legally competent to sign this affirmation and release, that I understand the terms herein are contractual and not a mere recital, and that I have signed this document as my own free act. I acknowledge that no oral representations, statements or inducements apart from this written agreement have been made to me.

I understand that I am solely responsible for securing health, accident or other insurance coverage during the term of my participation in the internship. I further acknowledge that in the event of an emergency, I would request that the individuals named below be contacted on my behalf: [please print clearly]

Name _____	Name _____
Address _____	Address _____
_____	_____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____

I understand that, if contacted, the College will provide these names and numbers to the inquiring health care provider. I understand that the College will not authorize medical, mental or surgical care or hospitalization for me.

Regardless of where the acts of omission or commission may occur, or where the injury to myself or to others may occur, I hereby agree that this Release shall be governed and controlled and interpreted under the laws of the Commonwealth of Pennsylvania.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY BETWEEN MYSELF AND GROVE CITY COLLEGE, ITS OFFICERS, EMPLOYEES AND AGENTS.

It is my express intent that this release and hold harmless agreement shall bind myself, my personal representative, heirs and assigns.

IN WITNESS WHEREOF, AND INTENDING TO BE LEGALLY BOUND, I execute this Release this _____ day of _____, in the year _____.

_____ Witness - Print name	_____ Student - Print name
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_____ Witness - Signature	_____ Student - Signature
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Parental / Guardian Joinder and Consent

Student Name _____

We, the undersigned, the lawful parent and/or guardian of the above-named student, hereby acknowledge having read the Release of All Claims completed by our son/daughter. We agree to all terms, conditions and representations set forth therein and understand that our son/daughter is voluntarily assuming any and all risks and liability for his/her safety and well-being.

As a condition of his/her participation in the internship program, we hereby release, waive, discharge and covenant not to sue Grove City College, its officers, employees and agents, from any and all claims, demands, liabilities and causes of action whatsoever arising out of or related to any loss or damage to property, personal injury, death or breach of contract sustained by our son/daughter or by the undersigned as parents/guardians of our son/daughter, arising out of any act of omission or commission, negligent or otherwise, committed during the travel, stay and participation in the internship or for any and all related or unrelated activities, social events or situations that may arise as a result of our son's/daughter's participation in said internship whether caused by the negligence of Grove City College, its officers, employees and agents or otherwise.

We also agree to defend, indemnify and hold harmless Grove City College, its officers, employees and agents, from and against any and all losses for injuries to and death of the student arising out of, incident to or in connection with, all acts of omission or commission, negligent or otherwise, committed during our son's/daughter's travel to and from said internship, his/her participation in the internship or for any and all related or unrelated activities, social events or situations that may arise whether such acts of omission or commission, negligent or otherwise, were caused by our son/daughter or by Grove City College, its officers, employees and agents as well as to indemnify and hold harmless Grove City College, its officers, employees and agents from any and all reasonably incurred attorneys' fees in the defense of any such action or the enforcement of the provisions of this paragraph of the Parental Joinder and Consent Agreement.

Regardless of where the acts of omission or commission may occur, or where the injury to our son/daughter or to others may occur, we hereby agree that this Release shall be governed and controlled and interpreted under the laws of the Commonwealth of Pennsylvania.

WE HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. WE ARE AWARE THAT THIS IS A RELEASE OF LIABILITY BETWEEN OURSELVES AND GROVE CITY COLLEGE, ITS OFFICERS, EMPLOYEES AND AGENTS.

It is our express intent that this release and hold harmless agreement shall bind ourselves, our personal representatives, heirs and assigns.

IN WITNESS WHEREOF, AND INTENDING TO BE LEGALLY BOUND, we execute this Release this _____ day of _____, in the year _____.

Witness - Print then sign

Legal Parent / Guardian - Print then sign

Witness - Print then sign

Legal Parent / Guardian - Print then sign