Internship Guidelines

Grove City College recognizes that an internship can be one of the more valuable experiences a student can have during his or her college career. 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.

The following guidelines are provided to help you find internship opportunities and to complete the enrollment process.

- Each prospective intern is responsible for finding his/her own internship position. Department coordinators of your areas of interest (see below) and the Career Services Office are possible resources for finding internship opportunities.

- 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 an internship and receive academic credit, as this is prohibited by College policy.

- The total of all internship credits may not exceed six hours within the required 128 hours for graduation, with the exception of the Washington Internship Program. Some departments have limitations on how many internship credits may count toward the major or toward general elective credits.

- Internships may be taken for credit during the fall, spring, summer, and through the intersession terms.

- A flat fee for up to a maximum of six credits is charged for all internships. Washington Internships are twelve credits and students pay the current tuition charge during fall and spring, or the flat fee for a maximum of six credits.

- Students must work a minimum of 60 hours for each credit earned, and some departments may require more work hours for each credit.
• Contact the Internship Coordinator to determine if it would be a valid internship and if you meet the internship eligibility criteria for that department.

• If there is no internship course available in the department area that has become available to you, the GCCI 480 course is provided—call the Registrar’s Office for more details.

• Unlike other courses, it is possible to register for an internship within a reasonable time after the last day to add a class deadline has passed. Call the Registrar’s Office first before you start the paperwork. No student may register for an internship retroactively.

Instructions for completing the Internship Application:
1. Complete the information on the application form. If you are pursuing an Accounting internship, see Dr. Dave Baglia. For Business Internships, see Dr. Bill Hinton. For Entrepreneur Internships, see Ms. Roselyn Ramsey.

2. Consult your academic advisor. If your advisor approves you for the internship, secure his/her signature on the application form.

3. Consult the internship coordinator for your major department. The coordinator can help you determine a) whether the job/position is a valid internship, and b) whether you meet the internship eligibility criteria in your major department. If the coordinator approves your internship, secure his/her signature on the application form. He/she may also refer you to a potential faculty sponsor; if you have a specific faculty sponsor in mind, you should alert the coordinator.

4. Consult your faculty sponsor. The suggested faculty member will review the proposed internship with you, and determine whether he or she is willing to sponsor you. If the faculty member is willing to be your sponsor, he/she will discuss the internship expectations and assignments with you.

5. Read the “Release of All Claims” and the “Parental/Guardian Joinder” forms, and have these forms completed and signed accordingly. You must submit the “Parental/Guardian Joinder” form if your parent(s)/guardian(s) still declare/s you as a dependent for income tax purposes.

6. Make two copies of your COMPLETED and SIGNED application and release forms. The original forms are submitted to the Registrar's office. The second copy is given to your sponsor.

- - Students will not be registered until all steps are completed - -
# Internship Coordinators

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Coordinator</th>
<th>Ext. #</th>
<th>E-mail</th>
<th>Office</th>
</tr>
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<tbody>
<tr>
<td>Accounting</td>
<td>Dr. Dave Baglia</td>
<td>3361</td>
<td><a href="mailto:dsbaglia@gcc.edu">dsbaglia@gcc.edu</a></td>
<td>HAL 317A</td>
</tr>
<tr>
<td>Biology</td>
<td>Dr. Arnold Sodergren</td>
<td>2098</td>
<td><a href="mailto:awsodergren@gcc.edu">awsodergren@gcc.edu</a></td>
<td>RO 61</td>
</tr>
<tr>
<td>Business</td>
<td>Dr. William Hinton</td>
<td>3373</td>
<td><a href="mailto:wmhinton@gcc.edu">wmhinton@gcc.edu</a></td>
<td>HAL 318B</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Timothy Homan</td>
<td>2112</td>
<td><a href="mailto:tchoman@gcc.edu">tchoman@gcc.edu</a></td>
<td>RO 213</td>
</tr>
<tr>
<td>Computer</td>
<td>Dr. Bill Birmingham</td>
<td>3794</td>
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<td>HH 107</td>
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<tr>
<td>Economics</td>
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<td><a href="mailto:jmherbener@gcc.edu">jmherbener@gcc.edu</a></td>
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<tr>
<td>Education</td>
<td>Mrs. Deb Snyder</td>
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<td><a href="mailto:drsnyder@gcc.edu">drsnyder@gcc.edu</a></td>
<td>HAL 100C</td>
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<tr>
<td>English and Communication</td>
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<td>3793</td>
<td><a href="mailto:dsbrown@gcc.edu">dsbrown@gcc.edu</a></td>
<td>HAL 200J</td>
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<tr>
<td>Entrepreneurship</td>
<td>Dr. James Dupree</td>
<td>3004</td>
<td><a href="mailto:jvdupree@gcc.edu">jvdupree@gcc.edu</a></td>
<td>HAL 303A</td>
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<td>History</td>
<td>Dr. Mark Graham</td>
<td>3833</td>
<td><a href="mailto:mwgraham@gcc.edu">mwgraham@gcc.edu</a></td>
<td>HAL 300K</td>
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<tr>
<td>Math</td>
<td>Dr. Gary Thompson</td>
<td>2039</td>
<td><a href="mailto:glthompson@gcc.edu">glthompson@gcc.edu</a></td>
<td>HAL 213E</td>
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<tr>
<td>Physical Education</td>
<td>Dr. Allison Williams</td>
<td>3863</td>
<td><a href="mailto:mawiliams@gcc.edu">mawiliams@gcc.edu</a></td>
<td>PLC 124-A</td>
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<tr>
<td>Physics</td>
<td>Dr. Shane Brower</td>
<td>2118</td>
<td><a href="mailto:scbrower@gcc.edu">scbrower@gcc.edu</a></td>
<td>RO 219A</td>
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<tr>
<td>Political Science</td>
<td>Dr. Marvin Folkertsma</td>
<td>2198</td>
<td><a href="mailto:mjfolkertsma@gcc.edu">mjfolkertsma@gcc.edu</a></td>
<td>HAL 300D</td>
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<tr>
<td>Psychology</td>
<td>Dr. Kevin Seybold</td>
<td>2004</td>
<td><a href="mailto:ksseybold@gcc.edu">ksseybold@gcc.edu</a></td>
<td>HAL 217H</td>
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<tr>
<td>Religion/Philosophy</td>
<td>Dr. Randy Stringer</td>
<td>3336</td>
<td><a href="mailto:rcstringer@gcc.edu">rcstringer@gcc.edu</a></td>
<td>HAL 321C</td>
</tr>
<tr>
<td>Sociology</td>
<td>Dr. David Ayers</td>
<td>2010</td>
<td><a href="mailto:djayers@gcc.edu">djayers@gcc.edu</a></td>
<td>HAL 300H</td>
</tr>
</tbody>
</table>

**Special Programs:**
- Washington Internship: Dr. Marvin Folkertsma 2198 mjfolkertsma@gcc.edu HAL 300D
- GCCI Program Crawford: Mr. Fred Lang 2069 fjlang@gcc.edu
- International Internships: Dr. Mark Reuber 2030 moreuber@gcc.edu HAL 319B

*Students interested in doing internships in departments not specifically listed above should contact the GCCI Program coordinator.*
Internship Application

Personal / Academic Information:

ID # _______________ Grad Year _______________ E-mail: __________________________

Name ________________________________ First MI __________________________ Last

Major(s) ______________________ Credits earned in major ______ MQPA ______ CQPA ______

Department of internship __________________________________________________________

Semester:  ☐ Fall  ☐ Jan Intersession  Year: _________ Internship credits: _______

☐ Spring  ☐ May Intersession

☐ Summer  Previous Internship Credits Earned ______

Description of Internship Position:

Internship Site/Host Organization

________________________________________________________________________________

Type of business/organization

________________________________________________________________________________

Address

________________________________________________________________________________

City/Town __________________ State ___________ Zip ___________

Name of on-site supervisor ___________________ Title ______________________________

(Please print name)

Supervisor’s Telephone Number (___) ______________ Fax Number (___) ___________

Supervisor’s E-mail Address: ______________________________

Job Title ________________________________________________

Start date ___________________________ End date ____________________________

Number of weeks ___________________________ Hours per week ______________________
General description of duties – you may attach a job description or additional pages if necessary. Include key tasks to be performed and areas of responsibility.

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:**

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

Print Name  
Signature  
Date

**Academic Advisor:**

Print Name  
Signature  
Date

**Department Internship Coordinator:**

Print Name  
Signature  
Date

**Faculty Sponsor of Internship:**

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 my 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 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

_________________________________ ___________________________________
Witness - Signature    Student – Signature
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