

# Professional Internship Program SPARK Grant Supervisor Approval Form

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This agreement confirms the details of the internship and the intent of the student to receive Nazareth SPARK Grant funding for the experience. Students: Submit a signed copy of this form with your SPARK Application.

**Student Information** Student Name: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_

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**Supervisor Information** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Website: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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**Internship Description** Student Position: \_\_\_\_\_  
Internship Location:  Company/Org office  Offsite/remote location (please specify)  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Will the intern receive any compensation for this experience?  
 Internship is unpaid  
 Salary: \$ \_\_\_\_\_/hour  Stipend: \$ \_\_\_\_\_/summer  
 Other benefits \_\_\_\_\_

Position Description (Describe the specific job duties, expectations, and project work.) You may attach a separate document if preferred.

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**Student  
Work  
Schedule**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Weekly Hours:	Start Time	End Time
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Total Hours/Week: \_\_\_\_\_ Total Weeks: \_\_\_\_\_

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**Internship  
Supervisor  
Responsibilities**

Nazareth considers employers to be *educational partners*: mentoring students, teaching real-world skills and preparing graduates to enter the job market. To ensure that an internship is a "guided learning experience", and thus eligible for SPARK Grant funding, the following criteria must be met. Please initial next to each statement to confirm your commitment.

\_\_\_\_\_ **Regular Supervision.** Please discuss with the student what supervision will look like for you and your student (face-to-face, remote check ins, daily, weekly, etc.).

\_\_\_\_\_ **Meaningful Feedback.** To develop as young professionals, our interns count on your feedback on their work. Please discuss your preferred feedback methods with your student.

\_\_\_\_\_ **Educational Opportunities.** In addition to the work they contribute to your organization, students benefit from learning through observation and/or participation in professional meetings, conferences, professional development sessions, etc. We encourage you to invite students to as many of these opportunities as possible.

\_\_\_\_\_ **Institutional Communication.** Communication between Nazareth College, the host organization, and the student can be the key component to a successful internship experience. Nazareth will ask for feedback from the Internship Supervisor at the start, midpoint, and end of the internship. We will also seek out the supervisor as a first point of contact in the case of any issues that need to be resolved.

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Your signature indicates that you agree to supervise the student in the position described.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signatures**

Student's signature indicates that he/she agrees to the details outlined in this document.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_