



Professional Internship Program SPARK Grant Supervisor Approval Form

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: _____

Supervisor Information First Name: _____ Last Name: _____
Company Name: _____ Website: _____
Title: _____ Phone: _____
Email: _____

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.

**Student
Work
Schedule**

Start Date: _____ End Date: _____

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

Total Hours/Week: _____ Total Weeks: _____

**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.

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:** _____