



# 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:** \_\_\_\_\_

# PROFESSIONAL INTERNSHIP PROGRAM: COVID-19 ACKNOWLEDGEMENT

**Supervisor:** Nazareth College has approved this student's internship with the understanding that the site is following all applicable federal, state, and local requirements regarding business operations during the COVID-19 pandemic. If at any time you have concerns with accuracy of this statement, immediately contact the Internship Program at internships@naz.edu or 585-389-2878.

*By signing below, I acknowledge that I have read and understand the above statement.*

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

**Student:** During the COVID-19 pandemic, your internship site may be required to follow certain federal, state, and local requirements in order to protect health and safety. Nazareth College does not exercise any control over your internship site or the specific safety protocols adopted by the site in response to the COVID-19 pandemic. Nazareth College strongly recommends that you follow the specific safety protocols established by your internship site, including those temporarily in place due to the pandemic.

*By signing below, I acknowledge that I have read and understand the above statement.*

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