

## GROVE CITY COLLEGE INTERNSHIP APPLICATION OVERVIEW

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 that only internships can provide. Therefore, an extensive variety of internship opportunities are provided across the curriculum, and all eligible students are encouraged to participate whenever possible.

Students are also encouraged to review the internship policy in the *Bulletin*. Here are a few highlights:

- Internships must be approved and processed prior to the start of the experience.
- Internships can range between 1-6 credit hours, with a maximum of 6 towards the 128 for graduation.
- A course fee is charged per internship experience (\$300).
  - Fall/Spring internship hours are counted towards PT/FT status, see The Washington Internship Program for specific fee structure
- Students work 60 hours for each earned credit (see department for specifics)

Departmental internships are available for a wide variety of majors and are listed in the course descriptions under the number "480." 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. **The College does not grant internship credit for any experience in which a student is paid, directly or indirectly, 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 directly or indirectly accept federal money related to participation in an internship and receive academic credit, as this is prohibited by College policy.

### The Internship Process for Students:

- Connect with your Academic Advisor regarding degree requirements or your interest in internships.
- Login to myGCC to access the [Internship page](#) to view departmental requirements & submission timeframes.
- Contact the assigned Advisor/Faculty Sponsor to review the internship proposal.
- Complete the Internship Application.
- Provide a completed application to your Faculty Sponsor for signature.
- Submit the fully completed application to the Department Coordinator for final review.

**\*Note:** Internship applications must be submitted and approved prior to the internship beginning.

## INTERNSHIP APPLICATION

**This application must be approved by the Registrar's Office prior to the start of work  
A \$300 course fee is charged for each internship experience**

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### Student & Internship Information:

Name & Student ID \_\_\_\_\_ / \_\_\_\_\_  
First                      MI                      Last                      ID#

Phone # \_\_\_\_\_ Course Section Assignment \_\_\_\_\_  
Code and Number

Department of Internship \_\_\_\_\_ Internship Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Total Number of Weeks \_\_\_\_\_

Hours Worked per Week \_\_\_\_\_ Estimated Total Hours \_\_\_\_\_

Total Internship Credits \_\_\_\_\_ Credit(s) toward Major \_\_\_\_\_ Elective Credits \_\_\_\_\_

Previous Internship Credits Earned \_\_\_\_\_ Paid/UnPaid \_\_\_\_\_ If paid, hourly rate \_\_\_\_\_

Semester:     Fall             Jan Intersession     Early/Late Summer    Year: \_\_\_\_\_  
                    Spring         May Intersession     Winter Online

### 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

### Signature

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

## Host Site Information & Internship Description

Company/Organization \_\_\_\_\_

Type of Business/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Internship Description\* Attached? YES / NO Additional site clearances required? YES / NO

*\* Email correspondence from on-site supervisor documenting the position description and primary tasks)*

### ***\*This Section to be completed by the Faculty Sponsor\****

<b>Work that is required to earn Credits</b>	
<b>Product Description</b>	<b>Submission Date</b>

<b>Communication Methods</b>			
<b>Between Sponsor and Student</b>		<b>Between Sponsor and Organization</b>	
Method of Communication	Date to be Completed By	Method of Communication	Date to be Completed By

**Approval Signatures:**

**Faculty Sponsor of Internship:**

\_\_\_\_\_

Print Name	Signature	Date
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**Department Internship Coordinator:**

\_\_\_\_\_

Print Name	Signature	Date
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**Office of International Education (If internship is outside the continental USA):**

\_\_\_\_\_

Print Name	Signature	Date
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**Registrar's Office Only:**

Course Section Assigned \_\_\_\_\_ Credit Hours Approved \_\_\_\_\_ Term Assigned \_\_\_\_\_

Assistant to the Registrar \_\_\_\_\_ Advisor notified \_\_\_\_\_

## **Release of All Claims**

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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

\_\_\_\_\_  
Witness - Signature

\_\_\_\_\_  
Student - Signature



## Parental / Guardian Joinder and Consent

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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