



Lebanon Valley College - MRT/MBS Internship Program

***Intern Sponsorship Agreement**

Please print, fill out, and return by mail (address at the bottom) or the student before the internship begins.

You must also read and sign the sponsor obligations following the agreement section

Sponsor Information: Please Print Clearly

_Company: _

_Intern Supervisor Name:

_Intern Supervisor Position in Company:

_Phone Number: WORK: () Cell: ()

_E-mail: _

_Address (street, city, state, zip): _

Proposed Intern Work Schedule

(note that this can be an approximation and is not binding)

Date Internship Begins: _____ Ends: _____

Work Hours

Mon: _____ Tues: _____ Wed: _____ Thurs: _____

Fri: _____ Sat: _____ Sun: _____

Job Description

Please provide a brief outline of types of activities and responsibilities in which the intern will be involved.

- .
- .
- .
- .
- .
- .

Intern _____ has been accepted and will be sponsored by the above site in accordance with the rules and guidelines set forth by the MRT/MBS Internship Program of Lebanon Valley.

(signature of site supervisor) _____

(date) _____

please return as soon as possible to:

- * Prof. Jeff Snyder: Internship Director
- * Department of Music
- * Lebanon Valley College
- * Annville, PA 17003
- * 717-867-6277 Office / 717-867-6390 FAX

* E-mail: Snyder@LVC.EDU

This application must be received and approved before the Internship can begin. Thank you for supporting the students!

Obligations of the Internship Sponsor

This form must be read, signed, and dated by the sponsor before the internship begins.

A copy should be kept by the sponsor.

A sponsor application (included above this document) must be filled out and returned to the Internship Director to establish the Internship. The application must be received before the intern begins the internship. The application contains the following:

- Duties specified
- Agreed upon hours

The Sponsor shall evaluate the performance of the Intern in the following ways:

- At mid-semester and at the end of the semester a form will be delivered by the intern (or can be downloaded from this Web site) whereby the sponsor will evaluate the Intern's performance and progress.
- Near the end of the Internship, the Sponsor will read the Intern's Internship Journal, and endorse its general accuracy by signing and dating it.
- The Director of the Internship Program may call or visit the Sponsor to check on the Intern's progress and to seek clarification of the Sponsor's evaluations. Understanding time constraints in the professional environment, such calls or visits will be kept to a minimum. There will be plenty of advance notice.

The Sponsor shall never require the Intern to perform duties that are:

- Illegal
- Unduly hazardous
- Duties that a regular employee would not perform
- Beyond the scope of the purposes of the internship

The Sponsor may dismiss the Intern for just cause at any time.

- If a sponsor wishes to terminate the internship, for any just reason, the sponsor should contact the internship supervisor as soon as possible. The supervisor will withdraw the intern from the internship.

The intern supervisor may pull the intern from the internship for just cause at any time.

- Withdrawing an intern by the supervisor will take place only if the sponsor does not meet stated requirements, conditions, and legalities of the internship as stated in the acceptance form.

The Internship Sponsor makes no commitment for future employment of the Intern, except as mutually agreed upon by the sponsor and the Intern after the Internship has begun.

It is to be understood by the Internship Sponsor that the Intern is in residence with the firm as part of his/her degree studies, and the purpose of the Internship is educational as well as practical on-the-job experience.

The sponsor will fill out all required internship documentation in time for the intern to meet deadlines.

The sponsor will **mentor** the intern. This includes discussing with the intern the intern's job performance as well as suggestions about future employment possibilities and recommended additional needed skills.

If a student is paid for services on a regular basis, the student will be considered to be employed by the sponsor and the sponsor will be responsible for Workman's Compensation, Disability Insurance, Unemployment Insurance, and other legal obligations normally assumed for employees. LVC will not be held responsible for stated responsibilities.

Where circumstances are appropriate, the Internship Sponsor may arrange (and is encouraged) to reimburse the Intern for housing, board, travel, and incidental expenses.

I (the intern supervisor) have read, understand, and agree to follow the internship sponsor obligations.

Name _____

Firm _____

Date _____

You may copy and paste this agreement in an email message to snyder@lvc.edu if needed to get the internship started, but a signed hard copy must be received either through mail, the student, or fax within two weeks of agreeing to the internship requirements. Feel free to email or call with any other questions or concerns.

Prof. Jeff Snyder: Internship Director

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