MISSISSIPPI STATE UNIVERSITY
FASHION DESIGN & MERCHANDISING

INTERNSHIP AGREEMENT
Between Student Intern and Internship Site

This document must be completed and submitted to your University Internship Coordinator (Dr. Kobia) by May 1.

1 copy to Internship Supervisor
1 copy to Student Intern
1 copy to University Internship Coordinator

I. PURPOSE

This Agreement outlines the expectations, responsibilities, and structure of the Internship undertaken by the Student Intern named below with the Internship Site, with the purpose of furthering academic and professional development in the field of Fashion Design and Merchandising.

The Internship may be paid or unpaid and is a component of the student's academic coursework. The primary purpose of the Internship is to provide practical experience aligned with the student's educational objectives.

II. STUDENT & ORGANIZATIONAL INFORMATION

Student Information:

Name: _____

MSU Student ID (9 Digit): _____

Email: _____

Phone: _____

Address During Internship:

_____

City: _____ State: _____ Zip: _____

Internship Site Information:

Internship Site Name: _____

Internship Site Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Phone: _____

Internship Supervisor:

Name: _____

Title: _____

Email: _____

Phone: _____

III. INTERNSHIP DETAILS

Start Date: _____

End Date: _____

Average Weekly Hours: _____

Total Expected Internship Hours (for the duration of the Internship) _____

Compensation (if applicable): ☐ Paid ☐ Unpaid

If paid, rate: _____

IV. STUDENT INTERN RESPONSIBILITIES

I, _____ (Print Name), agree to serve as an intern (paid or unpaid as determined by the Internship Site) and commit to the following:

1. Participate in the Internship as an educational experience and fulfill all academic requirements associated with the course.

2. Adhere to the agreed-upon schedule and maintain an accurate record of hours completed.

3. Plan and implement the internship experience in a manner consistent with the Internship Site's policies and procedures.

4. Conduct myself in a professional manner, performing internship tasks to the best of my ability.

5. Follow all policies, procedures, confidentiality standards, and dress codes of the Internship Site.

6. Schedule regular check-ins with the Internship Supervisor to review progress and learning objectives.

7. Complete hourly reports, assignments, evaluations, summaries, make a photographic record of the Internship Site (if allowed by the Internship Site), and all other required academic coursework as instructed and outside of internship hours.

8. Arrange for my own personal transportation, housing, meals, and other logistical needs during the Internship.

9. Abide by all applicable Mississippi State University policies during the Internship, even while I am off campus. These policies include, but are not limited to, the Code of Student Conduct. For more information see OP 91.100: CODE OF STUDENT CONDUCT.

V. INTERNSHIP SITE RESPONSIBILITIES

The Internship Site agrees to:

1. Provide a structured internship experience that includes meaningful training and learning opportunities in Fashion Design and Merchandising, including but not limited to, the following:
    a.

b.

c.

2. Designate a qualified Internship Supervisor to mentor and oversee the Student Intern's progress.

3. Ensure the Student Intern will not be asked to fulfill an assignment that is inappropriate, unsafe, or unacceptable.

4. Offer feedback, guidance and supervision to the Student Intern as appropriate and complete performance evaluations at midterm and upon Internship conclusion.

5. Notify the Student Intern and the University Internship Coordinator promptly if any problems arise that could impact the Internship.

During the Internship, the Student Intern will be given several assignments and activities relating to various areas of fashion design or manufacturing. These assignments are designed to help the Student Intern learn as much as possible during the Internship. We appreciate your cooperation with the Student Intern in completing these assignments. The Student Intern has been instructed that there may be some questions the Internship Site would prefer not to answer. In that case, the Student Intern will mark Internship Site "prefers not to answer." Student Interns have been instructed that assignments must be completed outside of work time.

VI. ACKNOWLEDGEMENTS

This Internship is an educational experience intended to support the Student Intern's academic program and professional development.

The Internship Site is solely responsible for determining whether the Student Intern is compensated and for compliance with all applicable federal and state wage and hour laws, including but not limited to the Fair Labor Standards Act.

Mississippi State University is not the employer of the Student Intern and does not control the day-to-day activities of the Student Intern at the Internship Site. The University's role is limited to academic oversight of the Internship experience.

Participation in the Internship does not guarantee future employment with the Internship Site.

VII. SIGNATURES

By signing below, the Student Intern and Internship Supervisor, on behalf of the Internship Site, acknowledge that they have read and understood the terms of this Agreement and agree to abide by the expectations set forth herein.

STUDENT INTERN

Signature: _____

Printed Name: _____

Date: _____

INTERNSHIP SUPERVISOR

Signature: _____

Printed Name: _____

Date: _____