



**LOYOLA MARYMOUNT UNIVERSITY  
FACULTY AGREEMENT AND RESPONSIBILITIES**

Faculty: As an internship/practicum faculty member I will:

1. Discuss internship requirements with each student as it relates to course requirements.
2. Develop relevant learning objectives aligned with the intern's academic major, professional interest and/or passion, and are congruent with LMU's mission and goals.
3. Review the internship agreement form and determine that the student's application form has a detailed description of the internship placement and that the student agreement has been signed.
4. When at all possible, make at least one site contact (via phone, e-mail, or in person) per student per internship.
5. Notify the Career Development Services office in a timely manner of hiring, termination and or issues that may arise out of the placement.
6. Sign off on the online internship agreement form, accessed via MYLMU.

**\*\* I understand and agree to the above conditions of employment. Failure to comply with the outlined conditions may cause immediate termination of the intern's placement and posting.**

Website: [www.lmu.edu/careers](http://www.lmu.edu/careers)

Email: [interns@lmu.edu](mailto:interns@lmu.edu)

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