

The purpose of this agreement is to ensure the intern, company, business site supervisor(s), and University agree with the goals and expectations of the internship.

Student Information

Name _____ Concentration _____
Expected Graduation Date _____ Telephone _____
Major _____ Email _____
Title of Internship _____

Company/Supervisor Information

Company _____ Department _____
Supervisor Name _____ Title _____
Telephone _____ Email _____

Schedule of Internship

Begins ____/____/____ Ends ____/____/____ Planned Absences _____

Hours to work per week _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Hours						

Payment (check one) Paid Unpaid*

*If unpaid, please read <http://blog.capital.org/the-six-criteria-for-unpaid-interns/> for guidelines

If paid internship, provide amount of payment: \$ _____

Payment is to be made:

Compensation will be made by:

- Hourly
- Day
- Weekly
- Bi-weekly monthly
- Other _____

- Cash
- Check
- Other _____

General Responsibilities of the Parties

A. The student will have the following responsibilities:

- 1) Work on the days and times agreed upon with supervisor.
- 2) Conform to the regulations and dress code of the organization in which internship takes place.
- 3) Maintain confidentiality of organization in which internship takes place.
- 4) Notify supervisor of planned absences before internship takes place.
- 5) Notify the Career Management Coordinator should any problems arise during the course of the internship.
- 6) Complete the required log of hours sheet and submit to Career Management Coordinator at end of internship.
- 7) Complete assignments, tasks, and final project associated with internship experience.

B. The Career Management Coordinator will have the following responsibilities:

- 1) Identify faculty mentor that will allow internship with student, where appropriate, or upon completion of internship.
- 2) Participate in planning and evaluation regarding learning activities by jointly deciding on objectives with student and supervisor.
- 3) Provide company/supervisor with student evaluation forms.
- 4) Notify student of obligations and monitor students' compliance during the course of the internship.
- 5) Conduct intermittent individual contacts with students during internships to critique student progress and professional growth.

C. The Company/Supervisor will have the following responsibilities:

- 1) Provide a working environment which allows the student to gain experience relevant to the major field.
- 2) Supply a safe environment for the student and inform student and University of any possible unsafe conditions.
- 3) Present both student and Career Management Coordinator with policies and operational procedures to which student is expected to follow during the course of the internship.
- 4) Work with student and Career Management Coordinator to develop goals and objectives to be completed during internship.
- 5) Notify Career Management Coordinator of any poor work performance or problems with the student placement.
- 6) Evaluate student's performance at the end of internship and submit evaluation form to Career Management Coordinator.

Intern Job Responsibilities

Provide a description of student intern responsibilities, including both daily responsibilities and broader assignments to be completed during the course of internship experience.

Goals and Objectives

Provide a description or list of intern’s goals and objectives to be completed by end of internship based of professional development.

Final Project

Provide a detailed description of project to be completed by student intern during the course of internship. This project has been agreed upon by student, company supervisor, and Career Management Coordinator. Include deadlines and specific components that are required for the student to complete.

Student signature _____	Date _____
Supervisor signature (company representative) _____	Date _____
Academic Advisor signature _____	Date _____
Career Management Coordinator signature _____	Date _____