Internship Agreement

**Student:** You can download this document from the IAA website [http://www.iaa.umd.edu/current-students](http://www.iaa.umd.edu/current-students). Write this document in consultation with your advisor and site supervisor. When all have agreed on the content and all revisions of this document, you should prepare a final, clean, **TYPED** copy for signatures and distribution to all parties (student, advisor and site supervisor).

**PART I**

Student
Name___________________ UID___________________
Major:_________________ Internship Date___________________
Address:__________________________________________________________
Phone:_________________________ Email:_________________________

**PART II**

Internship Organization:__________________________________________
Address:_________________________________________________________________
Supervisor:_________________________________________________________________
Phone:_________________________ Email:_________________________

**PART III**

A. **Job Description:**
*Describe your role and responsibilities while on your internship. List duties, projects, etc.*

B. **Dates & Hours:**
*You are encouraged to set regular work hours. In order to receive academic credit and a satisfactory grade, you must complete 320 hours. Please list your start and end dates and anticipated work hours.*

C. **Supervision:**
*Describe the supervision to be provided. What kind of instruction or assistance will you receive?*

**PART IV: Learning Objectives**
What do you intend to learn through this experience? What abilities, skills, or knowledge do you hope to develop or enhance?

PART V: Evaluation

How will you be evaluated on your performance? By whom? When? How will your grade be determined? All parties should receive a copy of the evaluation form at the start of the internship.

PART VI: Agreement

This is a working agreement and does not constitute a contractual obligation. This agreement may be terminated or amended by the student, faculty advisor or site supervisor upon written notice.

Student Signature:________________________________________Date:__________________

Advisor Signature:________________________________________Date:__________________

Supervisor Signature:______________________________________Date:__________________

(Copies of this signed agreement should be distributed to student, advisor, and internship supervisor.)