# Internship Agreement

**Student:** You can download this document from the IAA website <a href="http://www.iaa.umd.edu/current-students">http://www.iaa.umd.edu/current-students</a>. 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		
Address:		
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.)