

Internship Agreement

Complete this document in consultation with your internship advisor and supervisor. When everyone has agreed on the content, all three parties should sign and date the agreement. Please give your completed Internship Agreement to your internship advisor by the last day of spring classes.

Part 1: Student Information

Student Name _____

UID _____

Track _____

Address _____

Phone _____

Email _____

Part 2: Employer Information

Internship Organization _____

Work site address _____

Supervisor name and title: _____

Supervisor phone: _____

Supervisor email: _____

Part 3: Job Information

Describe your role and responsibilities during your internship. List duties, projects, and any anticipated leadership opportunities, such as leading a team or a project.

Dates and Hours

You are encouraged to set regular work hours. In order to receive academic credit, you must complete at least 320 work hours. Please list your start and end dates, as well as your proposed work schedule/number of hours per week. If you will miss any time—for example, if you have arranged with your internship supervisor that you will take a week of vacation in the middle—please note it here.

Accommodation

Do you have any disabilities that require accommodation? If so, what kind of accommodation do you need in order to perform the duties of the job?

Supervision

Describe the supervision to be provided. What kind of instruction, feedback, or assistance will you receive?

Part 4: Learning Objectives

What do you intend to learn through this experience? List 3-5 skills or competencies you plan to develop or enhance.

Explain the leadership shadowing opportunities that your employer can provide. Can you observe other people's work?

Part 5: Evaluation and Communication

Describe when and how your work will be evaluated by your supervisor. Will you receive regular feedback, or will your supervisor only let you know if there is a problem?

If you have questions during your internship, who is the most logical person to ask? (This is probably your supervisor, but not always.)

What is the best way to contact them?

Part 6: Agreement

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

Student Signature and Date:

Advisor Signature and Date:

Supervisor Signature and Date:
