

## Internship Contract

Applicant Name: _____	Internship Date
Date: _____	From: _____
Phone Number: _____	To: _____
Email Address: _____	Agency: _____
Address: _____	Supervisor: _____
Semester _____	Department: _____
Credited: _____	Office Number: _____
School: _____	Address: _____
Major: _____	

This contract defines and establishes the duties and responsibilities of the Intern and his/her Faculty Supervisor. The Internship Agency will/will not designate a Supervisor, under whom the Intern will work directly.

### Intern Terms

The Intern will work number hours a day for number weeks for a total of number hours.

During that time, the Intern will:

- \_\_\_\_\_,
- \_\_\_\_\_,
- \_\_\_\_\_.

At the end of the agreed upon time, the Intern will defend a thesis, write a research paper, turn in a project, etc. that will be due date. The Intern will first present a topic proposal to the Supervisor for approval on date.

The Intern will work the following schedule: Dates times.

Student will receive a weekly/monthly stipend of \$ amount.

### Supervisor Terms

The Supervisor will meet with the Intern on a period of time basis in order to explain responsibilities and evaluate the Intern's progress.

The Supervisor will design, describe, and explain the grading criteria to the Intern. The Supervisor will assess the Intern's performance at the end of the term/semester in a written/oral evaluation.

The Supervisor will award the student a letter grade for the term/semester and if that grade is a Grade or higher, the Intern will receive number credits.

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(Intern's Signature)

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(Date)

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(Supervisor's Signature)

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(Date)