



# INTERNSHIP AGREEMENT

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Name of the individual who will be the intern's Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_(\_\_\_\_\_) \_\_\_\_\_

Department (if applicable): \_\_\_\_\_ E-mail: \_\_\_\_\_

Internship Job Title: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Salary (kept confidential): \_\_\_\_\_

Dates of Internship: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Until: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YEAR MM DD YEAR

If the internship is for credit: Department the internship is registered under: \_\_\_\_\_

Course Number: \_\_\_\_\_

**Please initial the following:**

\_\_\_\_\_ I attached the internship job description.

\_\_\_\_\_ I attached the learning objectives/goals related to the professional goals of the student's academic coursework.

\_\_\_\_\_ I am a professional with expertise and educational and/or professional background in the field of the experience and will provide adequate supervision.

\_\_\_\_\_ I, as an experienced supervisor, will provide routine feedback.

\_\_\_\_\_ I understand that the internship experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom and that the internship is not simply to advance the operations of the employer or the work that a regular employee would routinely perform.

\_\_\_\_\_ Resources, equipment, and facilities (unless the internship is remote) that support learning objectives/goals will be provided to the student.

\_\_\_\_\_ I acknowledge that the knowledge learned by the student must be transferrable to other employment settings.

\_\_\_\_\_ I am willing to work around the student's school schedule.

Evaluation Submission Dates: MIDTERM: \_\_\_\_/\_\_\_\_/\_\_\_\_ FINAL: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YEAR MM DD YEAR

**I certify that the information I am providing is correct and I agree to abide by this agreement.**

\_\_\_\_\_  
Supervisor Name (PLEASE PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date