

# INTERNSHIP AGREEMENT

(Please Print)



**STUDENT MUST HAVE A GPA OF 2.0+ AND A MINIMUM OF 64 COMPLETED CREDIT HOURS TO REGISTER FOR AN INTERNSHIP. ALL INTERNSHIPS DONE FOR CREDIT ARE PASS/FAIL. A MAXIMUM OF 10 SEMESTER HOURS OF INTERNSHIP CREDIT IS POSSIBLE. THROUGH A COMBINATION OF INTERNSHIPS, INDEPENDENT STUDY AND/OR SENIOR THESIS A MAXIMUM OF 18 CREDIT HOURS IS PERMITTED.**

Student Name: \_\_\_\_\_ Id #: \_\_\_\_\_

Phone: \_\_\_\_\_ Box #: \_\_\_\_\_ Class Year: \_\_\_\_\_ Major: \_\_\_\_\_

Year and Semester of Internship: Year: 20\_\_\_\_ Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

**NOTE: you MUST PAY for each credit hour done during Summer Semester or Overload**

Number of Credit Hours for this internship: \_\_\_\_\_ (Each credit hour equals a minimum 35 hours of work)

Department granting credit for the study: \_\_\_\_\_ Department Course Number: \_\_\_\_\_

Is this internship for Writing Intensive credit? \_\_\_\_\_ Yes \_\_\_\_\_ No Is this internship paid? \_\_\_\_\_ Yes \_\_\_\_\_ No

## DESCRIPTION OF INTERNSHIP

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_ Supervisor Fax: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

**INTERNSHIP DESCRIPTION FROM EMPLOYER MUST BE ATTACHED:**

Learning Outcomes (What you intend to learn)	Evaluation (Specifically describe how your work will be evaluated)

I, the undersigned have read and concur with this **completed** Internship Agreement. **Once approved, this will serve as registration.**

Student: \_\_\_\_\_  
(signature and date)

Academic Advisor: \_\_\_\_\_  
(signature and date)

Faculty Supervisor: \_\_\_\_\_  
(signature and date)

Department Chair: \_\_\_\_\_  
(signature and date)

Site Supervisor: \_\_\_\_\_  
(signature and date)

Final Approval: \_\_\_\_\_  
Career Services Director

\_\_\_\_\_  
(please print name)

\_\_\_\_\_  
(please print name)

\_\_\_\_\_  
(please print name)

Date: \_\_\_\_\_

### OFFICE USE ONLY

Dept. \_\_\_\_\_

Course # \_\_\_\_\_

Section # \_\_\_\_\_

Date Processed \_\_\_\_\_

Initials \_\_\_\_\_