

Professional Internship Program Site Agreement Form

Instructions

The purpose of this agreement is to confirm the details of the internship and the intent of the student to earn academic credit for the experience. Submit copy of the completed form to the Assistant Director of Internships.

Student's Name: _____

Supervisor's Business Contact Information

First Name: _____ Last Name: _____
Job Title: _____ Department: _____
Company Name: _____ Company Web Site: _____
Mailing/Street Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ E-mail: _____

Internship Description

Intern Position/Title: _____

Internship Location: Remote – **this box must be checked!** All duties, tasks, meetings, etc. for this internship must be completed remotely.

Will this be a paid position? Yes No

Position Description (Describe the specific job duties, expectations, and project work. Can attach separately.):

Additional Learning Opportunities

Meetings, conferences, training, field work, etc.

Student's Work Schedule

A 3-credit internship requires 120+ hours over at least 10 weeks (8 weeks in summer). A 0 or 1-credit internship requires 50+ hours over at least 5 weeks.

Indicate the student's work schedule.

	Days	Start Time	End Time
Start Date: _____	Monday	_____	_____
End Date: _____	Tuesday	_____	_____
	Wednesday	_____	_____
	Thursday	_____	_____
	Friday	_____	_____

Signatures

Your signature indicates that you agree to supervise the student in the position described.

Supervisor's Signature: _____ Date: _____

Student's signature indicates that he or she agrees with the details outlined in this document.

Student's Signature: _____ Date: _____



CENTER FOR LIFE'S WORK

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