

Internship Work Agreement
ADV 489/CMST 489/JRN 489/PRL 489/RTV 489



We, the undersigned, have read the following and agree:

- This contract and any other forms required by the Faculty Supervisor, Field Supervisor, or Internship Coordinator must be completed within two weeks of beginning the internship. No credit will be given if this condition is not met, regardless of time spent in the field.
- The intern should honor the ethical standards and professional codes and practices of the field of the internship.
- The internship should provide varied learning experiences and activities; it should not exploit the intern.
- The intern's work responsibilities and work schedule, including vacation time, shall be arranged between the intern and the internship site supervisor.
- The number of hours worked per internship shall be a minimum of 50 hours for each academic credit registered for the semester.
- The student will maintain a log or portfolio documenting the internship. The faculty internship supervisor may require additional materials.
- The legal agreement between the University and the organization shall be effective until formally rescinded by Career Services & Internships and the organization.
- The internship field supervisor will provide continual evaluative information to the intern regarding the intern's work and will submit a minimum of two written evaluations to the University.
- The intern shall schedule periodic conferences with the faculty internship supervisor. The number and nature of these conferences shall be determined by the faculty/internship supervisor. Failure to adhere to an agreed upon schedule of these conferences will result in the termination of the internship.
- The internship may also be terminated at any time that (1) one or more of the above conditions is violated; or (2) an agreement to terminate is decided mutually between below signed parties.

The following additional requirement(s) shall be met _____

INTERN

FIELD SUPERVISOR (Employer)

Phone

Email

FACULTY SUPERVISOR

INTERNSHIP COORDINATOR (Career Services)

Semester _____

Date _____