

# Form I - 2

Version 1.1 1/09

This form must be filled out and signed by a Faculty and the student Intern.  
Please complete this form and use the buttons below to submit the form electronically along with a course syllabus.

## Internship Contract Form

### Student Information

Student's Name		Student ID	
Student's E-Mail		Student's E-Mail	

### Employer Information

Employer's Name		Supervisor's Name	
Employer's Address		Supervisor's Title	
Employer's City		Supervisor's Phone	
Employer's State	Employer's Zip	Supervisor's E-Mail	

### Academic Information

Course Number		Department	
No of Credit Hours		Expected Completion Date	
Internship Title			

**List all the specific goals that the student will achieve during this Internship including oral, written skills, and Academic Expectations**

**The student has completed all the requirements for the Internship and may register for the course.**

Faculty Sponsor	
Faculty Sponsor's Signature	Date

### Student Contract

After I have accepted a position, I will stop all negotiations for other internships and will inform all other companies who I am communicating with that I am already committed to an Internship position. I will cancel all other Internships interviews immediately. I agree to abide by good ethical standards and practices regarding my actions both on campus and at my internship. The employer establishes the work schedule and length of the Internship and I agree to adhere to them. I am responsible for my own safety as well as safety of all around me at all times. By signing this contract, I certify that I have read all pertinent information regarding the Internship and will abide by the rules and regulations of both IUSB and the Internship company.

Intern's Signature	
Date	

**NOTE:**  
The student will write a report once the Internship is completed.  
The report will include Introduction to the company and industry, the company's objectives for the internship, project overview, procedures followed and methodology, what the students learned, measurable outcomes of the project, effectiveness of the student effort, how the experience related to the classroom experience and knowledge, what might have been done differently, and some samples of the work if possible.