



INTERNSHIP CONTRACT – NON-CREDIT

Career Planning Office • 100 College Drive, Allentown, PA 18104 • 610-606-4648 • FAX: 610-740-3789 (SPS 270)

It is the student's responsibility to complete this form, obtain necessary signatures, and return to the Career Planning Office.

Name _____ Student ID# _____

Major _____ GPA _____ Anticipated Graduation (Month/Year) _____

Campus phone/e-mail _____ Box # _____

Circle One: Fall Spring Summer Year _____

Circle One: Non-paid Paid

Internship Site _____

Supervisor's Name & Title _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

Intern Job Title _____

Start Date _____ End Date _____ Total Weeks/hrs _____

Description of Internship

Please attach a description of the internship to this contract on a separate piece of paper.

A. Student Responsibilities

- Prepare description of internship with site supervisor.
- Agree to abide by stipulations noted in Internship Guidelines set forth by the Career Planning Office.
- Complete hours as deemed appropriate by the site supervisor.
- Attend Internship Seminar.
- Complete an evaluation form and a written summary of the experience and submit to Career Planning Office.

B. Academic Advisor Responsibilities

- Advise and counsel student regarding departmental prerequisites and appropriate credit load.

C. Career Planning Office Responsibilities

- Assist students in the internship application process.
- Coordinate the internship experience. Manage correspondence.
- Review student site evaluation forms.

E. Signatures

Student _____

Date _____

Academic Advisor _____

Date _____

Career Planning Director _____

Date _____

Copies to: Academic Advisor & Director of Career Planning