



Employer Internship Agreement

Company Information

Name of Student: _____

Name of Organization: _____

Name of Supervisor: _____

Address: _____
Street Address _____
Suite/Unit #

_____ _____
City *State* *ZIP Code*

() _____
Phone

E-mail Address:

Internship Information

Has the student worked at your organization before? YES NO

If yes, please explain how this internship is designed to be a new learning experience.

Is this a paid internship? YES NO If yes, what is the pay rate? \$ _____ hourly *or*
 \$ _____ for the whole semester

Start Date: _____

Finish Date: _____

Total number of work hours during semester: _____

Site Supervisor's Responsibilities and Agreement

- Read and agree to the student's learning objectives
- Supervise and be responsible for the student during the internship
- Assign challenging tasks and projects that will promote the achievement of the student's learning objectives
- Provide constructive feedback, positive and negative, to the intern on a regular basis
- Complete and return a one-page final evaluation of the intern that will be emailed by the Career Center near to the end of the semester. Instructions will be provided on how to determine progress and how to assess the intern's behavior, work skills, and attributes.
- Allow time for a 1/2 hour work site visit, in which you (the site supervisor), the intern, and the faculty coordinator will assess the internship. This visit serves to familiarize the college representatives with the site supervisor and the sponsoring organization, as well as to provide institutional support for the intern

I have read and agree to the site supervisor responsibilities.

Signature: _____ Date: _____