



APPLICATION FOR INTERNSHIP

As soon as you have secured an internship, complete this internship contract. Please return the contract to the instructor.

Section A: Intern

STUDENT'S NAME	
STUDENT ID NUMBER	
EMAIL	
EXPECTED GRADUATION DATE	

Section B: Employer

NAME OF ORGANIZATION	
ADDRESS	
PHONE	
EMAIL	

Section C: Internship Supervisor

NAME	
TITLE	
PHONE	
EMAIL	

Section D: Goals of the Internship

Please list at least three goals you have for your internship. Describe what area would you like to work as an intern, and what your personal and career goals are for this internship. Be as specific as possible. Use a separate sheet of paper if you need more space.

Section E: Job Description

Please list duties and responsibilities of your internship position. Use a separate sheet of paper if you need more space. If you were given a job description for your internship, please attach it to this contract and do not fill out this section.

Section F: Work/Time Commitment

To receive credit for an internship, you must work a total of 270 hours. In this section, please give information on your work schedule.

DATES OF EMPLOYMENT	
TOTAL HOURS AS INTERN	

Section G: Academic Assignment

To receive credits for your internship, you must also satisfactorily complete a report paper on your internship experience (see attached detailed guidelines).

I understand that to receive credits for my internship, I must

- A) Earn a satisfactory grade on the report paper and
- B) Work a total of 270 hours as an intern.

Signature:

Date: