

# Internship Contract

With your Site Supervisor, answer the questions below. Submit this form to the Internship Coordinator by the end of the first week of your internship. Although the content and duties of your job may be evolving, respond to the questions as fully as you can. During Week 5 of the quarter, you will have the opportunity to revise the agreement.

## 1. Overview of Agreement

\_\_\_\_\_ agrees to work a total of \_\_\_\_\_ hours in a ten-week  
(Name of Student)  
internship with \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(Name of organization or business) (date) (date)

**2. Schedule:** Use the grid below to list the hours you will work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Hours worked per week will total \_\_\_\_\_. The Intern agrees to keep a weekly chart of hours actually worked. The Site Supervisor agrees to review the chart for correctness on a monthly basis and to submit mid-quarter and final evaluations of the Intern.

**3. Objectives:** What writing assignments will the Intern complete? What skills will the Intern seek to develop or improve? How will the Intern contribute to the organization?

**4. Signatures:** Both the Intern and the Site Supervisor confirm their agreement to the terms stated above. Both agree to review this contract at the end of the fifth week of the quarter of the internship and revise terms as needed.

\_\_\_\_\_  
Student Name (please type or print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor Name (please type or print)

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date