



INTERNSHIP PROPOSAL AND CONTRACT

Name of Intern _____ Tech ID# _____

Address _____

Internship Site _____

Address _____

On-Site Supervisor _____ Phone _____

E-mail address _____ Title _____

Number of Hours Per Week Intern Will Be Working _____ Position/Title _____

Number of Credits Applied For _____

Guideline:
200 hours = 3-6 Credits
300 hours = 9 Credits
400 hours = 12 Credits

Beginning & Ending Dates of Internship (15 weeks maximum) _____

Will Intern Be Paid _____

1. On an attached sheet please provide:
 - a. Internship objectives
 - b. A job description. Include a complete description of the intern's assignments including any expected achievement such as a completed report, creation of a program or system, and milestone expectations. The activities to be performed for the internship must add up to a meaningful learning experience, not just a "part-time job." Therefore, the tasks described should entail significant responsibility.
 - c. Please describe the nature of any present or previous employment of the intern with this organization.

The on-site supervisor will be asked to submit a written evaluation of the intern's performance.

On-site Supervisor Signature

Date

Instructor Signature

Date

Student Signature

Date