



INTERNSHIP CONTRACT

Please submit this completed application to 2200 Symons Hall. Our hours of operation are M-F 8:00am – 4:30pm, except for University-scheduled holidays.

****Emailed contracts will not be accepted.**

1. Student Information

Name
UID
E-mail
Phone
Local address

2. Internship Site Information

Organization
Supervisor (name & title) _
E-mail address
Phone #
Address
Start date_ End date_ Total # of Weeks Avg. # of hours/wk
(135 hours=3 credits)

3. Intern Requirements

- Complete internship hours (135);
- Submit time logs signed by you and your supervisor every two weeks;
- Complete AREC 386 assignments - see course syllabus;
- Complete a mid-semester meeting with the AREC Assistant Director;
- Please note that you can work for a maximum of 8.5 hours per day, except for unusual circumstances;

intern initials

4. Site Supervisor Requirements

- Approve intern time log every two weeks;
- Meet regularly with intern to monitor attendance, performance, to provide feedback, and to review objectives;
- Complete and return a Final Intern Evaluation. The evaluations will be given to you by the intern. The evaluations are a critical component of the student’s internship experience. Evaluations that are received after the deadline cannot be accepted;
- Please note that students can work a maximum of 8.5 hours of work per day, except for unusual circumstances;

site supervisor initials

5. Contract approvals:

(Student signature and date)
(Site supervisor signature and date)
(Assistant Director signature and date)