

HISTORY INTERNSHIP AGREEMENT

It is the responsibility of the student to ensure that this form is submitted to the Internship Director no later than the end of the first week of the internship.

Student: _____ Supervisor: _____

Site: _____

Semester: _____

Student goals for internship:

Duties and outcomes:

Tentative work schedule:

By signing this agreement,

THE STUDENT AGREES TO:

- Fulfil his/her agreement to report to work on the assigned days and hours
- Perform all assigned tasks to the best of his/her ability
- Be available for consultation with the faculty internship coordinator
- Submit a weekly timesheet for signature of Internship Provider and submit signed sheet to Internship supervisor.

THE INTERNSHIP PROVIDER AGREES TO:

- Provide the intern with the practical work experience of professional relevance.
- Provide a variety of work experiences to the student
- Verify hours worked by intern and sign weekly timesheet.
- Discuss with the faculty internship coordinator any misunderstandings, problems, or termination of the internship before taking action
- Assist the faculty intern coordinator in assessing the student intern's performance by completing an evaluation form

Student: _____

Supervisor: _____

Internship Director: _____