





University:	Affiliate:
Name: _____	Name: _____
Dept: _____	Dept: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Either party may change the designated Representative or his or her contact information by notice in writing. The University Representative will provide the Affiliate Representative with necessary information prior to the Student's assignment. In addition, the University Representative, professional staff member, or other faculty member will monitor and evaluate the Student's performance during the Internship.

: The Affiliate will orient the Student to the Affiliate's policies, rules and schedules. The Affiliate will assign a direct supervisor who will be on-site or readily available by phone or other electronic means for consultation, supervision and direction for the Student (the "Site Supervisor").

: The Affiliate will provide the Student with adequate workspace and resources (e.g., office supplies, access to computer) needed to conduct Internship activities. The Student shall be under the direction, supervision, and control of the Affiliate with respect to their relationship with the Affiliate's employees. The Affiliate may set standards and establish reasonable rules and regulations that may govern the conduct of the Student during the Internship.

:



: The Affiliate





: The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



EXHIBIT A  
INTERNSHIP PLAN

I. Parties Involved:

Student:

Name

Mailing Address

Phone Number

Email Address

Affiliate:

Supervisor's Name

Mailing Address

Phone Number

Email/Fax, if available

II. Duration: Start date and end date.

III. Hours: Specify weekly work schedule ~~site~~. (e.g. Mon2-5, Wed: 113).

IV. Student Learning Goals: Specify general learning objectives and specific goals as agreed upon with the faculty sponsor and the Site Supervisor related to the academic program of the student.

V. Student Responsibilities/ InternshipDescription: