



Internship Agreement

Student Intern: _____ Student ID: _____

Site Supervisor: _____ Email: _____

Firm/ Agency Name: _____

Firm/ Agency Location (city, state): _____ Ph: _____

The terms of the internship agreement are as follows:

1. Student intern agrees to work for Site Supervisor for approximately _____ hours per week for approximately _____ weeks for a total of at least 120 hours. The actual work hours shall be arranged between the parties at mutually convenient times.

2. Site Supervisor agrees to give Student Intern tasks associated with the usual business practices of the above mentioned Internship Site, including but not limited to, any of the following:

A.

B.

C.

3. Student Intern agrees to perform tasks, with input from the site Supervisor, to the best of his/her ability.

4. Student Intern understands all security requirements pertaining to the internship and agrees to abide by them and all rules and regulations of the agency.

5. Student Intern agrees to maintain the highest standards of ethical conduct in word, deed, action and conversation while completing the internship in connection with all matters regarding the internship experience upon its completion.

6. Site Supervisor agrees to meet with intern on a regular basis to give feedback, guidance and supervision to the Student Intern.

Supervisor

Date

Student Intern

Date