

DEPARTMENT OF MARKETING
INTERNSHIP PROPOSAL AND CONTRACT

Name of Intern

Warrior ID#

Job Title

Home/Cell Phone:

Internship Site

Address

On-Site Supervisor

Phone

Supervisor e-mail address

Avg. Number of Hours Per Week Intern Will Be Working

Number of Credits Applied For

Guideline: 40 hours per credit
Minimum 120 hours = 3 credits

Approximate Beginning & Ending Dates of Internship

Beginning Date

Ending Date

Will the intern be paid for the internship? ___Yes ___ No

1. On an attached sheet provide:
 - a. Internship objectives.
 - b. A job description. Provide 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.

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

On-Site Supervisor Signature

Date

Instructor Signature

Date

Student Signature

Date

(Note to student: WSU transcript must be submitted with proposal.)