

APPENDIX A
INTERNSHIP CONTRACT & AGREEMENT
(3 pages)

This contract must be completed before beginning your internship. When completing this document, please "SAVE AS" and include your first and last name in the file name.

Internship Agreement

As part of your internship contract, you must complete this agreement form. It provides the necessary information for faculty within the Department of Agricultural Education and Communications to stay in contact with your internship supervisor. Please provide information for the following questions and statements:

General Information

Your Name: _____

R#: _____

Academic Adviser: _____

Internship Company/Organization: _____

Internship Supervisor: _____

Note: Internship Supervisor should be the person overseeing your work and the most likely person to evaluate you at the end of the internship.

Internship Address: _____

Internship Supervisor Email: _____

Internship Supervisor Telephone: _____

Internship Logistics

Internship Start Date: _____

Internship End Date: _____

Is the internship paid? Amount? Yes, it's paid No, it's not paid

Estimated hours per week: _____

Semester of ACOM 4000 enrollment: _____

Hours of semester credit (as agreed upon by your academic adviser): _____

Internship Duties and Requirements

In the space provided, please describe the duties and requirements of the proposed internship. Discuss any major projects or daily tasks that are expected:

Internship Contract

This internship agreement has been made between _____ (adviser)
and _____ (student name) on _____ (date).

By providing my signature at the bottom of the page, I agree to abide by the guidelines of the internship manual throughout my internship.

Printed Academic Adviser Name

Printed Student Name

Academic Adviser's Signature

Student's Signature

Date

Date

Note. This contract should be signed by the student and their academic adviser. This form should NOT be signed by the student's internship supervisor or boss.

Internship Checklist

As part of your internship contract, you must complete this checklist. It signifies that you have read and understood the information provided in the internship manual. **Please initial in the space provided** to signify that you have read the internship manual.

Before your Internship

- _____ I have read the internship handbook.
- _____ I understand this must be a legitimate communications internship approved by my academic adviser.
- _____ I have discussed credit hours with my adviser.
- _____ I have read and understood the professionalism section and will act in a professional manner.
- _____ I have enrolled in ACOM 4000 – for the agreed upon number of hours – during the semester when I will be completing the internship.
- _____ I have provided a signed internship contract to the internship instructor.
- _____ I will complete the internship expectation reflection prior to the start of my internship.
- _____ I will upload a digital copy of my signed internship contract to Blackboard.

During your Internship

- _____ I will report to my internship when I am scheduled.
- _____ I will arrive at work on time, exhibit a positive attitude, and show a willingness to learn throughout my internship.
- _____ I will dress appropriately for the job.
- _____ I will contact my academic adviser if any problems arise during my internship.
- _____ I will save examples of my work for my professional portfolio.

At End of Your Internship

- _____ I will make sure my internship supervisor completes the online survey evaluation.
- _____ I will create a final presentation video that provides an overview of my experiences.
- _____ I will write a thank you letter to my internship supervisor.
- _____ I will place my thank you note to my supervisor in an addressed and stamped envelope that will be turned in before the last day of the semester.
- _____ I will turn in a link to my digital professional portfolio that contains examples of my work.