

# INTERNSHIP CONTRACT

**FOR THE STUDENT:** Please complete this form, have it signed, make a copy for your internship supervisor and one for yourself, and **return the original to the BULA Office within one week of your start date.**

**FOR THE SUPERVISOR:** This form serves as an agreement between the internship provider and the Boston University Los Angeles Programs participant. Our students will earn academic credit for their internship and are required to intern for a minimum of 20 hours per week. Students will be required to submit regular updates and to write an academic paper at the conclusion of their internship. Internship supervisors will be asked to complete a short Intern Evaluation of the student at the conclusion of the internship. **Assistant Director Michael Ouellette is available throughout the semester at MikeO@bu.edu or 323.571.4535** to address any questions or concerns.

**Thank you for your support of Boston University Los Angeles Programs.**

STUDENT INFO		
<b>Student Name:</b>	<b>BU ID Number:</b>	
<b>Student Email:</b>	<b>Student Phone:</b>	
INTERNSHIP INFO		
<b>Company:</b>	<b>Company Phone:</b>	
<b>Company Address:</b>		
<b>Supervisor Name:</b>	<b>Supervisor Title:</b>	
<b>Supervisor Email:</b>	<b>Supervisor Phone:</b>	
<b>Brief, yet detailed, description of intern responsibilities:</b>		
<b>Start Date:</b> <small>(inc mo/day)</small>	<b>End Date:</b> <small>(inc mo/day)</small>	<b>Weekly Schedule:</b> <small>(days &amp; times)</small>

**FOR THE SUPERVISOR:** Please keep in mind that internships are considered an extension of the classroom and as such, any mentoring by office staff as well as opportunities to sit in on meetings and otherwise learn 'how things work' will be particularly valuable. Although it is understood that students are there to intern, they should not be asked to perform inappropriate tasks, excessive maintenance duties, personal errands, etc. Further, since students are required to attend classes several times a week, they will need to leave the office on those days in enough time to travel to class locations.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR THE STUDENT:**

I, \_\_\_\_\_, understand that this contract verifies my commitment to this internship and I must discuss any changes or problems immediately with my internship supervisor and the BULA Assistant Director. I have discussed my assigned responsibilities with my internship supervisor and I agree to work the hours required. Furthermore, I will adhere to the policies of Boston University Los Angeles Programs, as well as those of the internship site. **I also understand that failure to adhere to agreements made with Boston University and with my internship site, including non-disclosure agreements, may result in my expulsion from the program.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_