



### INTERNSHIP PROPOSAL AND CONTRACT

Name of Intern \_\_\_\_\_ Tech ID# \_\_\_\_\_

Address \_\_\_\_\_

Internship Site \_\_\_\_\_

Address \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Title \_\_\_\_\_

Number of Hours Per Week Will Be Working \_\_\_\_\_ Position/Title \_\_\_\_\_

Number of Credits Applied to Major \_\_\_\_\_ Guideline: 60 hours per credit

Beginning & Ending Dates of Internship (15 weeks recommended) \_\_\_\_\_

Will Intern Be Paid? \_\_\_\_\_

1. On an attached sheet please provide:
  - a. Internship objectives
  - b. A job description. Include a complete description of the Intern's assignments including any expected achievements 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.
  - c. Please describe the nature of any present or previous employment of the Intern with this organization.

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

_____	_____
On-site Supervisor Signature	Date
_____	_____
Instructor Signature	Date
_____	_____
Student Signature	Date