



CALIFORNIA STATE UNIVERSITY, LONG BEACH

**International Studies Program
Internship Contract**

Please fill out and submit this form to the I/ST Internship Director, Prof. McCall, for approval
BEFORE starting your internship

Student Information:

Student ID #

Date

Last Name

First Name

Student Email Address

Student Phone #

Emergency Contact / Relationship to you

Emergency Contact Person Phone #

Internship Information:

Paid Internship Unpaid

Agency Name

Agency Street Address

City

State

Zip Code

Country

Supervisor Name/Title:

Supervisor Email Address

Supervisor Phone #

Start Date

End Date

Hours Per Week

By signing your (supervisor) name below, you certify that:

1. Students will intern at your agency for a minimum of 125 hours total.
2. Students will assist with work tasks that involve deliberate learning and tasks cannot be limited only to clerical work.
3. You are the student's immediate supervisor and will provide the student with regular feedback about their work.

By signing your (student) name below, you certify that you will:

1. Maintain a professional attitude, appearance, and work ethic. Attendance, punctuality, dependability, good judgement, and maintaining a high quality of work are expected.
2. Communicate deadlines and obtain signatures from supervisor regarding all mandatory paperwork that confirms internship placement, sponsor information, and intern performance evaluations.
3. Log all hours at the internship and complete the total number of agreed upon hours during the semester in order to fulfill the internship requirements. If hours are missed, it is the student's responsibility to communicate with the internship site and arrange to make up missed time.

Signature of Site Supervisor

Date

Signature of Student

Date