**Internship Agreement Form\***

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Be Completed by the Supervisor**

Supervisor name, title, address, phone, and email address:

Expected Job Duties:

Date Starting and Ending Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Hours = Number of weeks x hours/week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to provide an evaluation at the end of the internship? Yes No

The evaluation can take the form of a letter (about a page) or email and include work that was performed, hours that were worked, and an assessment of the quality of the work.

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email correspondence is acceptable.)

**Econ 410 --- Internship**

Course Information:

Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of credits \_\_\_\_\_\_\_\_\_\_

(Requirements are performance of duties and working hours as described by employer on previous page.)

In some cases, the student and faculty member may agree to additional requirements, such as a journal or paper. If there are other requirements for this internship, list them here. Also indicate how they are to be evaluated.

*Please be aware that you can only apply 4 credits of Econ 401-410 coursework towards an econ major or econ minor.  All internships are graded Pass/No Pass.*

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***Completed **Internship Agreement Form** is submitted to Laura Relyea in 418E Bexell Hall.Laura will provide an override and the student then registers for the "class". Registration for internship credits must be completed before internship begins; university deadlines apply.

**On Completion of the Internship**

At the end of the internship, attach the employer’s evaluation below. It should include:

* Duties that were performed
* Hours that were worked
* Evaluation –was the work satisfactory or unsatisfactory?

Supervising faculty member will assign a grade of Pass/No Pass based on the supervisor’s evaluation (and any additional requirements agreed upon by the student and faculty member).