



## Department of English Internship Agreement

Student's Name \_\_\_\_\_

Organization's Name \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

City \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Intern's Goals/Learning Objectives for the internship:

1. Portfolio project goals \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval of Professor in Concentration \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYER INTERN SUPERVISOR**

Intern’s duties, responsibilities, activities and employer supervision to ensure fulfillment of learning objectives and portfolio project:

- 1. Portfolio project plan \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Duty Schedule**

Semester \_\_\_\_\_ Dates of Internship \_\_\_\_\_ to \_\_\_\_\_

Days \_\_\_\_\_ hours \_\_\_\_\_. Paid \_\_\_\_\_ or unpaid \_\_\_\_\_ internship.

If paid, amount \$ \_\_\_\_\_ / \_\_\_\_\_.

Employer agrees to accept the above named student as an intern for the time and with the duties and supervision as indicated above:

Date \_\_\_\_\_ Employer Intern Supervisor \_\_\_\_\_

**INTERNSHIP DIRECTOR**

I have agreed to the placement of the above named student with this employer under the conditions described above.

Date \_\_\_\_\_ Signed Internship Director \_\_\_\_\_  
Mr. Daniel Price

**INTERN**

I agree to work as an intern at the above named employer at the duty schedule described above. I have been informed of and agree to the duties, responsibilities and nature of the work. I understand that a mid-term and final performance evaluation will be done by the employer’s intern supervisor.

Date \_\_\_\_\_ Signed Intern \_\_\_\_\_

*This internship may be terminated upon the mutual agreement of the Employer and the Internship Director*