

Return form to Advisor at Center before end of Add/Drop

The following named individuals hereby enter into an internship contract which binds the signatories to a learning experience designed to benefit student and employer.

Student Name: _____ Student's FPU email address: _____

Cell Phone #: _____

Site Supervisor's Name (Employer): _____ Site Supervisor Title: _____

Site Supervisor's Email Address: _____ Phone #: _____

Organization Name (Internship Site Location): _____ Organization Phone #: _____

Organization's address: _____
Street City State Zip Code

Faculty Internship Advisor's Name: _____ Advisor's FPU email address: _____

Advisor's FPU Office Phone #: _____

Advisor's Campus Address: _____
(Division, Office #, and Building)

Administrative Information: Course # and Title: _____

Term Enrolled: _____ Hours to be worked: _____ Credits to be earned: _____ (See Division for hours required)

THE PARTIES TO THIS CONTRACT AGREE TO DEVELOP AND ABIDE BY THE FOLLOWING CRITERIA ON THE NEXT PAGE FOR SATISFACTORY COMPLETION OF THE INTERNSHIP.

SEE REVERSE SIDE FOR CRITERIA AND SIGNATURES →

Goals and Learning Objectives: (The following set of goals and learning objectives developed by the student, site supervisor, and faculty advisor will be used as guidelines for determining whether the requirements of the internship have been met and grade assignment)

Outline of Course Requirements: The faculty advisor will monitor the progress of the student throughout the internship, act as a resource and is responsible for accumulating and evaluating the material provided by the student and employer. Upon completion of the internship, the advisor will assign a grade based on the quality of the following **required student submissions:**

1. The student Internship Evaluation Form filled out and signed by the Site Supervisor at the end of the internship.
2. A daily reflection log/journal tying internship activities with knowledge and experience gained in the classroom.
3. A summary paper on one significant aspect of the internship experience (with any additional requirements listed below).

Additional explanatory or more detailed information relating to the above requirements (if needed): _____

Outline of Employment Responsibilities: The employer/site supervisor will be responsible for utilizing the student to his/her fullest capacity, to assign challenging tasks whenever possible, and to allow the student the maximum opportunity to grow through the use of skills acquired and the exercise of judgment in making decisions. The site supervisor will evaluate the performance of the student throughout the internship, meet regularly with the student for progress reports, consult with the faculty advisor if problems arise and, at the end of the internship, complete the Internship Evaluation form provided by the University.

Intern's Position Title, Duties/Tasks: (If available, a job description may be attached) _____

A Registration or Add/Drop form With All Required Signatures Must Accompany This Form

Student Signature: _____ Date: ____/____/____

Site Supervisor Signature: _____ Date: ____/____/____

Faculty Advisor Signature: _____ Date: ____/____/____

Dean or Designee Signature: _____ Date: ____/____/____