

## Internship Agreement

The student intern is to develop an internship proposal in communication with the individual who will mentor and supervise the intern at the business organization. Signature of this agreements form by the intern, mentor and Departmental internship coordinator indicates all have read and agree to what is described in the proposal.

### **Student Intern Information**

Student Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Internship Address \_\_\_\_\_ City \_\_\_\_\_  
Email \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **Internship Mentor Information**

Organization Name \_\_\_\_\_  
Mentor Name and Title \_\_\_\_\_  
Mentor Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mentor Phone \_\_\_\_\_ Email \_\_\_\_\_  
Have you worked for this mentor/organization previously? Yes  No

### **Position Information**

Position Title \_\_\_\_\_ Dates of Internship \_\_\_\_\_ to \_\_\_\_\_

Position Duties

Daily hours of work \_\_\_\_\_ Dayper week \_\_\_\_\_ Total hours for internship \_\_\_\_\_ Volunteer  Paid

If paid, wages/salary \_\_\_\_\_ Any additional compensation? \_\_\_\_\_

The undersigned agree to conform to this agreement and provide two weeks' notice to all three parties before termination of said agreement. **Signature of mentor and intern indicates internship proposal has been read and discussed with each others:**

\_\_\_\_\_  
Approved by Internship student Mentor Date

\_\_\_\_\_  
Approved by Internship bussiness Date

\_\_\_\_\_  
Approved by Internship student Date

[Return form and internship proposal signed by mentor and intern to Chief of department. Students should retain copies of the signed form for their records. Completed form and proposal is **DUE 3weeks minimum** prior to beginning internship.