

INTERN-AGENCY AGREEMENT

Intern \_\_\_\_\_

University Supervisor \_\_\_\_\_

Agency/Business \_\_\_\_\_

Worksite Supervisor \_\_\_\_\_

Date \_\_\_\_\_

I. The Worksite Supervisor will:

- 1. Complete the "Preliminary Student Performance Evaluation."
- 2. Complete the "Mid-Session Student Performance Assessment."
- 3. Complete a mid-session conference with the intern.
- 4. Complete the "Final Student Performance Assessment."
- 5. Complete the final conference with the intern.
- 6. Cooperate with the University Supervisor.

II. The intern will:

- 1. Provide \_\_\_\_\_ hours of service per week for \_\_\_\_\_ weeks beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ .
- 2. Strive to become familiar and understand the total operation of the Agency/Business.
- 3. Specifically be responsible for: (List all activities and responsibilities in specific terms, including dates, projects duties, etc.) (attach additional pages if necessary)

Realizing this is an agreement of understanding and not a legal binding document, we agree to work together toward its satisfactory completion for the mutual benefit of all concerned.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business/Agency Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
University Supervisor