

INTERN-UNIVERSITY AGREEMENT

Intern _____

University Supervisor _____

Worksite _____

Worksite Supervisor _____

Date _____

The intern will:

1. Submit all materials on time and in legible form, preferably typed.
2. Submit a "Weekly Activity Report" each week.
3. Submit the "Intern Assignment and Class Schedule" at the end of the first week of the internship.
4. Give the "Preliminary Student Performance Evaluation" to the Agency/Business Supervisor during the first week of the internship.
5. Give the "Mid-Session Student Performance Assessment" to the Agency/Business Supervisor at least one week prior to the Mid-Session conference.
6. Review the "Mid-Session Student Performance Assessment" with the Agency/Business Supervisor and University Supervisor during the Mid-Session conferences with each supervisor.
7. Give the "Final Student Performance Assessment" to the Agency/Business Supervisor at least one week prior to the final conference.
8. Review the "Final Student Performance Assessment" with the Agency/Business Supervisor and University Supervisor during the final week of the internship.
9. Present "Internship Final Report", "Student Evaluation of Intern Site", and "Student Evaluation of Supervisor" and all other internship materials to the University Supervisor at a prearranged meeting during the final week of the internship.
10. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Manual and other material supplied by The University Supervisor.
11. Additional Requirements:

NOTE: Failure to meet the aforementioned agreement items will affect the final grade.

The University Supervisor will:

1. Represent the University in all official arrangements with cooperating Agencies/Businesses and confer with all Worksite Supervisors.
2. Supervise arrangements for and give final approval of all internship assignments.
3. Maintain open communication with the intern and Agency/Business.
4. Review the "Intern-Agency Agreement" with the student and sign the form indicating approval.
5. Set time and day for all conferences with the intern.
6. Make at least one on-site visit during the semester to observe the intern.
7. Carefully review and evaluate "Preliminary Student Performance Evaluation," "Mid-Session Student Performance Assessment," "Final Student Performance Assessment", "Weekly Activity Reports", and any additional information presented and determine the final grade for the Intern.

I HEREBY ACKNOWLEDGE THAT THE ITEM EXPLAINED IN THIS AGREEMENT CONSTITUTE THE FORMAL BASIS FOR AN EDUCATIONAL EXPERIENCE BETWEEN THE STUDENT AND UNIVERSITY SUPERVISOR. THE GRADE RECEIVED IN THE COURSE WILL BE BASED ON THE AFOREMENTIONED ITEMS.

Intern

Date

University Supervisor

Date