



## HIGHER EDUCATION MASTERS INTERNSHIP AGREEMENT FORM

### EMPLOYER

Internship Site: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Supervisor's Title: \_\_\_\_\_  
Department Address: \_\_\_\_\_  
Supervisor's Phone: \_\_\_\_\_  
Supervisor's Email: \_\_\_\_\_

### STUDENT

Student Intern: \_\_\_\_\_  
Student Address: \_\_\_\_\_  
Student Phone: \_\_\_\_\_  
Student Email: \_\_\_\_\_  
Faculty Advisor: \_\_\_\_\_  
Advisor's Phone: \_\_\_\_\_

### A. CONDITIONS OF INTERNSHIP

1. The internship will be \_\_\_\_\_ weeks in duration with an average of \_\_\_\_\_ hours per week.
2. The internship will begin on \_\_\_\_\_ (day/month/year) and will end on or about \_\_\_\_\_ (day/month/year).
3. The student will intern at the site on the following days and times (please note your schedule):  
\_\_\_\_\_
4. The student intern and site supervisor will decide on work assignments and projects that meet the following student's learning objectives: (Decide on three main learning objectives from the Learning Objectives Form)  
A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_

### B. RESPONSIBILITIES OF STUDENT INTERN

1. The student intern is to be present at the internship site on the days and times specified above.
2. If the student intern is ill or for other reasons cannot be present at the site, he or she should inform the site supervisor of the absence as soon as possible.
3. The student intern is expected to behave and dress professionally.
4. The student intern is expected to complete work assignments and projects in a professional and timely fashion.

### C. RESPONSIBILITIES OF THE SITE SUPERVISOR

1. The site supervisor should provide adequate training or informal assistance when necessary.
2. The site supervisor should provide adequate feedback on the student intern's performance.
3. The site supervisor is should help the student intern gain professional skills and knowledge.

**The Student Intern and Site Supervisor agree to the above conditions and responsibilities of the Internship.**

**Signature of Student Intern:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Site Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_