



Internship Agreement

Not a binding contract – only a statement of agreement

Student's Name: _____ Phone: _____

Internship Mailing Address: _____

Firm or Employer Name: _____ Phone: _____

Employer's Address: _____

Dates of Employment: _____ to _____

Activities in which students will participate (educational objectives – be specific):

Daily hours of work: _____ to _____ Days per week: _____

Remuneration employer is to pay this student: _____ per hour/week/month

Overtime (will / will not) be paid for more than: _____ per hour/week/month

Other information:

The undersigned agree to conform with this agreement and two weeks notice must be given to all three parties before the agreement is terminated. The Internship Information on the next page is a part of this agreement.

Approved by Employer

Name (printed): _____ Signature: _____ Date: _____

Approved by Student

Name (printed): _____ Signature: _____ Date: _____

Approved by TTU Advisor

Name (printed): _____ Signature: _____ Date: _____

INTERNSHIP INFORMATION

1) General Considerations:

- a. Internship is a cooperative program between the Department of Plant and Soil Science, Texas Tech University, and approved employers who furnish facilities and instruction where students may acquire the skills and knowledge needed in their chosen occupation.
- b. This agreement between the employer, the student and the TTU advisor is for the internship period only.
- c. This agreement may be terminated for sufficient reasons by the employer, the student, or the TTU advisor, but two weeks notice must be given to each (in writing).
- d. The University does not have, nor can it assume, any liability relative to the protection of the student.
- e. The Company agrees to extend to the student an opportunity to actually experience the areas in their operations listed on the Internship Agreement.

2) Student Responsibilities. The student agrees to:

- a. Conform with the normal work hours of the establishment, including overtime when requested.
- b. Report to work on time. This is essential.
- c. Always speak well of the employer, keep business matters confidential, and work in the best interest of the firm.
- d. Keep neatly and appropriately dressed and well groomed.
- e. Be courteous to all.
- f. Request permission from your employer before taking time off.
- g. Submit reports promptly.
- h. Prepare a written report explaining the activities of the internship and making any criticisms or suggestions of the program that might be appropriate.

3) Employer Responsibilities. The employer agrees to:

- a. Employ the student for the entire period as agreed unless termination for reason (see 1-c above).
- b. Pay the starting wages as per this agreement. Increases in pay may be given at the employer's discretion.
- c. Give the student the opportunity to work on different jobs in order to acquire and practice various skills.
- d. When time permits, to counsel with the student, answer questions and discuss methods and operations.
- e. To notify the TTU advisor immediately, preferably by phone, on any cause of dissatisfaction or of misconduct on the part of the student.

4) TTU Advisor Responsibilities. The TTU advisor agrees to:

- a. Strive to promote harmony and cooperation between the employer, the student, and the University.
- b. The advisor's services are available in any way that may be beneficial to the internship program.