

# ENG 395: Internship Agreement Form

## Student Information

<b>Student Name:</b>	
<b>Student Email:</b>	
<b>Faculty Supervisor:</b>	
<b>Semester:</b>	
<b>Number of Course Credits:</b>	

## Site Information

<b>Internship Location:</b>	
<b>Name of Internship Site Supervisor:</b>	
<b>Position Title for Internship Supervisor:</b>	
<b>Email for Internship Site Supervisor:</b>	
<b>Phone Number for Internship Site Supervisor:</b>	
<b>Paid or Unpaid:</b>	
<b>Number of Hours / Week:</b>	
<b>Internship Description and Key Internship Duties</b>	[Attached a separate list on official work site letterhead or in an email forwarded from internship site supervisor]

## To successfully complete an internship for credit, you must:

- Serve 45 hours on-site at the organization for every credit hour earned. For example, a three-credit hour internship requires 135 total hours of on-site service (about 8-10 hours per week during a regular semester), plus 15 to 20 additional hours on academic work for these credits
- Submit to the faculty supervisor a portfolio of work accomplished during the internship
- Submit to the faculty supervisor a report (5 to 7 pages, minimum 1,300 words) detailing the internship experience, including what was learned and gained. Note: Portfolio requirements differ for PTW minors. Please consult with your faculty supervisor about these requirements

## The site supervisor agrees to:

- Orient the student to their job and provide ongoing mentorship
- Respond to faculty supervisor's queries
- Evaluate intern's performance at least twice during the internship (midterm and end of semester)

## The supervising faculty member agrees to:

- Meet with the intern a minimum of three times during the semester (early on, mid-term, and final weeks) to discuss progress in the internship
- Evaluate all submitted materials and submit a final grade

By signing this form, the student, agency supervisor, and faculty member agree to these minimal requirements for ENG 395: Internship.

**Student:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Internship Site Supervisor:** \_\_\_\_\_