

**Virginia Tech English Department**  
**INTERNSHIP AGREEMENT**

---

Sponsoring Organization \_\_\_\_\_

Name of internship sponsor/mentor \_\_\_\_\_

Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

I accept \_\_\_\_\_  
(name of student)

as a student intern for \_\_\_\_\_  
(Fall, Spring, or Summer semester, and year)

to work \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks.

(Note: Most internships for academic credit are 6-10 hours a week for 15 weeks during fall and spring semesters; summer internships may be more condensed. Because most student interns are also attending classes full-time, we strongly encourage sponsors to conform to this expectation as much as possible; however, the English Department recognizes that each internship situation has unique time commitments and special demands. For this reason, the English Department bears no responsibility for agreements made between students and their intern sponsors about their weekly schedules at the internship. If any student feels that an internship requires more of a time commitment than that student can fit into his or her schedule, the student is encouraged *not* to do the internship.)

The student intern agrees to:

- Honor the schedule agreement made between the intern and his or her sponsor.
- Submit a Progress Report to the Internship Coordinator midway through the semester.
- Submit a Final Report to the Internship Coordinator by the last day of classes of the semester.

The sponsor agrees to:

- Abide by the guidelines outlined in the Intern Sponsor Guidelines letter (attached).
- Submit the Sponsor Progress Report to the Internship Coordinator midway through the semester.
- Submit the Sponsor Final Report to the Internship Coordinator by the last day of classes of the semester.

At the end of the semester, the Internship Coordinator agrees to turn in a Pass/Fail grade for the internship only after all required reports have been submitted and evaluated.

I agree to these terms.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Sponsor's signature \_\_\_\_\_

Date \_\_\_\_\_

# Intern Sponsor Guidelines

## What is a student internship?

Student internships provide undergraduates with practical workplace experience in a particular field or profession. Internships provide opportunities where our students can apply the skills they are learning in the classroom to real-world practical workplace situations.

## What are my responsibilities as an intern sponsor/employer?

Because our interns are enrolled as students in the English Department, many prefer to earn academic credit for their internships. For an internship to qualify for credit, the internship should develop skills that are roughly equivalent to those that students are learning in their English classes. Internships should provide opportunities for students to develop their writing, editing, and research skills. The intern sponsor or employer helps students develop these skills by providing them with the practical workplace experience they need and by serving as a mentor to guide them in their efforts.

Though those who sponsor interns obviously benefit from the typically unpaid work that students do for their respective organizations, the primary beneficiary of the experience should be the student thanks to the professional guidance he or she receives during the internship.

During the course of the internship, the intern sponsor/supervisor is also responsible for submitting a student-employer agreement and two short-answer reports on the intern's progress. (See below.)

## How many hours should an intern work in a for-credit internship?

Most students prefer to do an internship for 3 credits, which is the same number of credits they would receive for completing a typical class at the university. When you meet with student interns for the first time, ask them how many credits they hope to earn by doing the internship. If they say 3, they should work approximately 90-120 hours over the course of the semester. This number varies if the student expects to earn fewer credits. For instance, to earn 1 credit for an internship, a student should work no less than 30 hours; to earn 2 credits, 60 hours. (Note: Students cannot earn more than 3 credits for any internship per semester.)

Student interns are expected to meet their internship commitments in a professional manner. They are expected to act and dress appropriately, as defined by the intern sponsor, and they are expected to show up on time and meet all time commitments to the intern sponsor. As they would on a job, they should contact the intern sponsor/supervisor if they have to miss a day. However, remember that interns are students first; they are responsible for attending classes as well as meeting their internship obligations. To clarify the student's obligations to the internship, when the internship begins sit down with the student and work out a schedule that meets both of your needs.

## How do I report on the intern's progress and when are the reports due?

A Student-Employer Agreement form should be completed by both the student and the intern supervisor. The form works like a contract; it requires that both the student and student's supervisor sign it to verify that both understand the commitment an internship involves. There's a blank space on the form where the supervisor can provide a brief list of what tasks the student is expected to perform during the internship. A short bulleted list will do. This form is due within the first 2 weeks of when the internship begins.

Both the student intern and the intern sponsor/supervisor are responsible for submitting separate progress reports. The first is due roughly midway through the internship; the other report is due at the end of the internship.

All forms can be downloaded from the English Department's Internship Program web page:

[http://www.english.umd.edu/internship/](#)

**How do I get in touch with the Coordinator of the English Department Internship Program if I need information or have immediate concerns about an internship?**

Feel free to call or e-mail me anytime for any reason. I'm there to ensure that the internship runs smoothly:

Jennifer Barton  
329 Shanks Hall  
Virginia Tech  
Blacksburg, VA 24061  
Phone: (540) 231-6983  
Fax: (540) 231-5692  
E-mail: [jebarton@vt.edu](mailto:jebarton@vt.edu)