

## Sample Internship Contract

Complete this form to confirm that you have received and accepted an offer for an internship.

1. Name: \_\_\_\_\_ College: \_\_\_\_\_
2. Academic program: \_\_\_\_\_
3. Will you be taking the internship for course credit?                      Yes                      No
4. If yes, please indicate how your internship work will complement the course.  
\_\_\_\_\_  
\_\_\_\_\_
5. If taking for credit, state the resources that will be available to you to help you complete the internship.  
\_\_\_\_\_  
\_\_\_\_\_
6. If not taking for credit, state the resources you will need to complete the internship.  
\_\_\_\_\_  
\_\_\_\_\_
7. List the numbers and names of the courses you are taking this term that may be helpful in completing your internship.  
\_\_\_\_\_
8. Number of credits you are taking this term: \_\_\_\_\_
9. If taking for credit, please indicate that you have read and understand the course requirements as outlined in the syllabus.                      Yes                      No                      N/A
10. If taking for credit, please indicate that you can attend all of the required classes.  
                    Yes                      No                      N/A

## Internship Details

Name of employer (provide full name of the organization):

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Title of your internship position: \_\_\_\_\_

Term: Start date: End date: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Compensation type:      Hourly      Stipend      Unpaid      Work-Study

Provide a brief description of your internship with specific goals.

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## Field Experience Mentor Information

Include complete and accurate contact information about your supervisor/mentor below.

Supervisor/mentor's full name: \_\_\_\_\_

Supervisor/mentor's job title: \_\_\_\_\_

Supervisor/mentor's phone: \_\_\_\_\_

Supervisor/mentor's email: \_\_\_\_\_

Supervisor/mentor's preferred style of communication: \_\_\_\_\_