

A:

THIS AGREEMENT NEEDS TO BE APPROVED BY THE INSTRUCTOR PRIOR TO SIGNATURES FROM THE CLIENT OR SITE SUPERVISOR!!! AFTER APPROVAL OF THIS BY THE INSTRUCTOR THE INTERN WILL PRESENT IT TO THE CLIENT OR SITE SUPERVISOR FOR APPROVAL AND SIGNATURES!!!!

B:

**ONCE SIGNATURES HAVE BEEN OBTAINED BY THE SITE SUPERVISOR /CLIENT AND THE INTERN, DELIEVER A COPY OF THE AGREEMENT TO THE INSTRUCTOR. RETAIN THE ORIGINAL FOR YOUR RECORDS.
DELETE THIS TEXT BEFORE SUBMISSION!**

Cancellation/Termination of Agreements

During the internship period both parties may withdraw from the agreement. Any withdrawal from the agreement should follow the following guidelines:

- Immediate terminations should be well founded and professionally entered.
- Two weeks notice must be given in cases where the intern is forced to withdraw from the internship, due to personal reason.
- Written notice must enclose an explanation of the grounds for withdrawal and delivered to intern, site supervisor/client and faculty internship instructor.

Agreement Signatures

Intern: _____ Date: _____

Site Supervisor/Client: *Ellis* Date: 12-15-2014

Faculty Internship Instructor: _____ Date: _____