

*Division of Public and Environmental Affairs
Indiana University-Purdue University Fort Wayne
2101 E. Coliseum Blvd., Neff 260
Fort Wayne IN 46805-1499*

Phone: 260-481-6351 Fax: 260-481-6346

INTERNSHIP CONTRACT

Name _____ Student ID# _____

College, Division, or School _____

Major/Concentration _____

Class Standing (Junior, Senior, Graduate, Other) _____

Name of Sponsoring Agency _____

Address _____

Phone _____ Supervisor _____

Hours/Weeks _____

Academic credit will be awarded at the rate of one undergraduate credit hour per 80 hours of supervised work or one graduate credit hour per 100 hours of supervised work. Maximum of 6 credit hours per internship.

Intern's address (residence and mailing address) during the internship

Phone _____ Email _____

To be Completed by the Student

1. What do you want to learn from this experience? (Objectives)

2. How does this relate to your curriculum?

3. How will you incorporate this experience into your career goals?

To be Completed by the Supervisor

1. What results do you want the intern to produce?

2. What skills will the intern have the opportunity to develop?

3. What professional contacts will be available to the intern?

WORK PLAN

The purpose of this form is to provide a clear delineation of the objectives. In order to maintain high quality performance, it is imperative that all parties agree on the work to be done and the results expected. Ideally, agreement should be reached during the first three days of the internship. Copies of the Work Plan should be retained by the intern and the supervisor; the original should be forwarded to the DPEA office.

1. State the objectives to be achieved.

2. How are these results to be accomplished? (Methodology)

3. The projected timetable for the learning experience is as follows (list critical steps in order):

Intern Signature

Date

Supervisor Signature

Date