

Internship Agreement

(To be signed by work supervisor, student intern, and faculty supervisor)

Internship Supervisor:

Name: _____

Title: _____

Company/Agency/ _____

Address of Company: _____

Work phone number: _____

E-mail address: _____

Please indicate the period of the internship (start and stop dates) _____

Approximately how many hours per week will the intern be required to work? _____

Please describe the intern's job responsibilities: _____

Is this a paid internship? Yes ___ No ___ If yes, what is the pay? _____

Are any benefits provided with this internship? Yes ___ No ___ If yes, what are they? _____

I agree to supervise the intern named below and I will evaluate the student both half-way through the internship and at the end of the internship using the forms provided by the Department of Geography and Geology at Sam Houston State University.

Signed: _____

(Internship Supervisor)

Student Intern:

Name _____

Address: _____

Phone number: _____

E-mail: _____

As a "representative" of Sam Houston State University and a student in the department of geography and geology, I agree to the conditions of the internship stated above, and I will do my best to successfully complete the job responsibilities indicated by my internship supervisor. I will also keep a weekly log of my job activities and submit it at the end of the internship, along with any other examples of work that are requested by my faculty supervisor and agreed to by my internship supervisor.

Signed: _____

(Student Intern)

Faulty Supervisor:

Name _____

Address: _____

Phone number: _____

E-mail: _____

I request that the student submit the following upon completion of the internship:

I am aware of the internship responsibilities described above and I agree to be the faculty supervisor for the student named above. I also agree to be the contact person with whom the work supervisor will communicate, and I will make sure to request that the evaluation forms be completed both midway through the internship and upon its completion. I will keep these records and make them available to the Chair of the Department of Geography and Geology at the end of the internship.

Signed: _____

(Faculty Supervisor)