



Internship Agreement

Student Information:

Student's name

Semester/year enrolled

Local address—street, city, state, zip

Local phone

Permanent address—street, city, state, zip

Permanent phone

Panther ID

Email address

Internship Information:

Organization/agency/company name

Supervisor's name

Organization/agency/company address—street, city, state, zip

Phone number

Organization/agency/company website (if available)

Email address

Student Responsibilities

- Perform all assignments, both in class and at the internship site, to the standards of the instructor and supervisor.
- Notify the supervisor and instructor, in advance, of any absences.
- Abide by university regulations and policies, including the FIU Student Code of Conduct.
- “Hold harmless” the intern site and university for any accidental injury occurring at the site not due to the intentional misconduct or negligence of the internship site’s agents and employees.
- Assume responsibility for transportation to and from the internship site.

Supervisor Responsibilities

- Provide a variety of learning experiences for the intern as appropriate (i.e., database development, fund raising, program development, administration, etc.).
- Provide adequate supervision of the student while s/he is working as needed.
- Alert instructor if problems arise that cannot be resolved in the workplace.
- Complete intern evaluation at the completion of the quarter
(By the end of the semester on _____, and email to dariciy@fiu.edu, copy tamara.gonzalez@fiu.edu)

Date

Brief Description of Internship Responsibilities:

Student signature

Date

Supervisor signature

Date

Instructor signature

Date