

LEBANON VALLEY COLLEGE  
of Pennsylvania

**INTERNSHIP AGREEMENT FORM**

Student's Name: College Address:	Box # Ext. Class: 20__
Declared Major(s) (list all):  Minor(s), if any:	Major Advisor(s) (list all):  Certif., if any:
Internship session: 20__ Fall _____ Spr. _____ Sum. _____	GPA: Overall _____ Major _____
Internship site and full address: Tel. (    )       -                      Ext:	FAX # if known: (    )       -
Name & Dept. of Fac. Int. Adv.: Name & Title of On-Site Supv.:  Total # of credits: _____, distributed as follows: * _____ towards _____ major                      * _____ towards _____ certificate * _____ towards _____ minors                      _____ elective	
<b>REQUIRED SIGNATURES</b>	
* <i>Chairperson of department(s) or certificate program</i> , authorizing internship to be counted towards major, minor or certificate as indicated above.	
Signature: _____	Dept. _____
Date: _____	
<i>All major advisors</i> , indicating awareness student is applying for internship:	
Signature: _____	Date: _____
Signature: _____	Date: _____



D. Explain briefly why you want to do this particular internship. What do you hope to learn? How is this internship pertinent to your present academic and personal interests and your future educational, career, and/or personal goals?

E. Give the title and number of any college courses you have taken that have given you useful background knowledge or skills that may be applied in this internship. Explain their pertinence in a sentence for each.

F. 1. Duration of internship (dates): From \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

2. Weekly on-site work schedule: Total # of hrs./wk.: \_\_\_\_\_

Day and times: \_\_\_\_\_

G. **NOTE TO THE STUDENT:** Regular meetings with your Faculty Internship Advisor in connection with the academic component throughout the internship are expected. *It is the STUDENT'S responsibility to ensure that a schedule for regular meetings with the Faculty Internship Advisor is arranged and adhered to.*

H. List below in correct bibliographic citation form the works to be read in preparation for or in conjunction with your internship, if applicable. (At least some of the readings should be theoretical works in the appropriate field; others may be more technical or professional in nature. Consult your Faculty Internship Advisor and On-Site Supervisor for suggestions in preparing your bibliography).

## INTERNSHIP AGREEMENT FORM

### PART II

*To be completed by the FACULTY INTERNSHIP ADVISOR after discussion with the student and, if possible, with the internship On-Site Supervisor. (Please print or type.)*

A. Please describe the academic component of this internship, and explain how it relates to the student's anticipated on-site work.

1. What do you hope the student will learn from this internship;
2. What evidence will you evaluate to determine if your expectations have been met (e.g., annotated bibliographies, journals, oral reports, research assignments, laboratory reports, performances, art works, etc.).

B. How often will you meet with the student and for how long?

C. **NOTE TO FACULTY INTERNSHIP ADVISOR:** Frequent contact with the On-Site Supervisor is strongly encouraged. One phone call per month and one on-site visit during the internship are recommended as a minimum.

D. No. of credits recommended for this internship: \_\_\_\_\_

Faculty Internship Adviser's Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

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### PART III

*To be completed by the ON-SITE SUPERVISOR after consultation with the student and, if possible, with the student's Faculty Internship Advisor.*

- A. What activities do you want the student to observe, participate in, or perform in his/her capacity as an intern in your firm/organization?
  
- B. What preparation will the student need before beginning the internship?
  
- C. What criteria do you think are important in evaluating the student's performance in this internship?
  
- D. Can you foresee ways in which this internship might contribute to your firm/organization?

On-Site Supervisor's Signature: \_\_\_\_\_

Department/Title: \_\_\_\_\_

Date: \_\_\_\_\_