



Internship Contract Form

REV. 8.1.18

Please return this form, a copy of internship offer letter and resume to Ms. Erica Elbery, DeSaussure 123.

Student Information

Student Name	VIP ID#
Student Email	Student Phone
Student Major(s)	

Course Information

Course (check one)	SCHC 391 [] (1 credit hour)	SCHC 498 [] (3 credit hours)	USC 999-H01 (meets honors BTC – summer only)
CRN	Section Number		
Semester	Year		
Date Registered	Expected Graduation Date		

Internship Information

Internship Title	
Internship Organization	
City, State of Internship	
Organization Website	
Supervisor	Supervisor Phone/email
Salary	Hours Worked (weekly)
	Hours Worked Total (estimated)
Internship Start Date	Internship Finish Date

Course Evaluation Criteria

My signature below confirms my understanding that I will be enrolled by the Director of Internships for an academic course during my internship. I understand and take responsibility for reviewing and completing the course syllabus and assignments during my internship. Assignments include; weekly log, mid and final semester evaluations completed by my supervisor, informational interview and final reflective paper (1 1/2 – 2 pages).

Job Description

Internship Learning Outcomes (please be sure these are specific, measurable, attainable, realistic; and include a completion date/time)

Signatures

Student	Date
Supervisor (or copy of offer letter)	Date
Instructor of Record	Date
Dean	Date