



Internship Agreement

The goals of an internship are to assist the student to apply concepts and skills acquired in his or her academic program to the work situation, to acquire job related competencies not available within the university environment, and to gain work experiences through relationships and responsibilities encountered on the job.

This agreement is not a contract nor is it legally binding. It is an agreement between the parties involved. Either party may terminate this agreement for just cause after discussing the difficulties with the faculty advisor.

It is agreed that _____
(company / supervisor)

(full address) (telephone number)

will supervise _____ of Cardinal Stritch
University.
(student)

The student will be an intern from _____ to

for approximately _____ hours per week (approximately _____
total hours).

The University, via a faculty advisor, agrees to do the following:

1. Counsel the student and develop and evaluate the academic portion of the internship.
2. Conduct telephone contacts or on-site visitations with the supervisor for the purposes of discussing internship content and intern performance.
3. Establish guidelines for the evaluation of the student's learning experience.
4. Assign a final grade for the internship.
5. Meet with the intern to discuss progress of the internship.

The on-site supervisor agrees to do the following:

1. Set objectives for or in conjunction with the student.
2. Orient the student to the company's history and structure.
3. Provide the student with meaningful assignments that will enhance the student's skills and knowledge.
4. Consult with the faculty or intern coordinator immediately about concerns.
5. Complete the progress report forms required by Cardinal Stritch University at the midterm and the end of the internship.

The student agrees to do the following:

1. Complete the number of contact hours required by Cardinal Stritch University and agreed to by the sponsoring agency or employer.

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2. Complete all duties and requirements specified by the sponsoring organization.
3. Complete all academic requirements specified by the sponsoring faculty member.
4. Act at all times as a responsible employee of the business or organization.
5. Be a positive representative of Cardinal Stritch University.
6. Inform the faculty advisor immediately of any concerns.

We agree to comply with the conditions of the agreement.

(student)

(date)

(supervisor / employer)

(date)

(faculty advisor)

(date)

The Career Services Office

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