

Internship Agreement

This form is to be completed after you have been offered and have accepted an internship.

Student Information

All fields are required

*Student First Name:	<input type="text" value="Grand Valley"/>
*Student Last Name:	<input type="text" value="Student"/>
*Student G#:	<input type="text" value="G0000000"/>
*Local Phone Number:	<input type="text" value="616-555-5555"/> (e.g.: 123-456-7890)
*Local Student Address:	<input type="text" value="1 Campus Dr"/>
*City:	<input type="text" value="Allendale"/>
*State:	<input type="text" value="Michigan"/>
*Zip Code:	<input type="text" value="49401"/>
*Major or Minor: in which you are receiving internship credit	<input type="text" value="Select Major or Minor"/>
*Internship Coordinator:	<input type="text"/>
*Courses completed in major:	<input type="text"/>
	Give course prefix and number. Ex: CAP 220
*Compensation:	<input type="text" value=""/> \$ <input type="text"/>
*Overall GPA:	<input type="text" value="0.000"/>
*Class Standing: at time of internship	<input type="text" value="class standing"/>
*Desired Credits for Internship:	<input type="text"/>
*Semester of Credit:	<input type="text" value="select semester"/>
*Date Internship Begins:	<input type="text" value="May"/> <input type="text" value="25"/> <input type="text" value="2012"/>
*Date Internship Ends:	<input type="text" value="May"/> <input type="text" value="25"/> <input type="text" value="2012"/>
*Hours per week:	<input type="text" value="select hours per week"/>
*How did you find your internship:	<input type="text" value="Career Fair/networking event"/>
	Other: <input type="text"/>

Organization/Business Information

Information entered in this section will be completed and verified by your supervisor.

*Internship Organization/Business:

*Supervisor Name:

*Email:

*Confirm Email:

*Title:

*Organization/Business Address:

*City:

*State:

*Zip Code:

Website:

*Phone:

(e.g.: 123-456-

7890)

*Description of internship responsibilities and skills/information to be learned:

I am in agreement with the described responsibilities and understand I am to return a completed evaluation to Career Services and submit my experience on the Experience Matters webpage at the completion of this internship.

Submit and Send to Supervisor