

Internship Contract – Rutgers Writing Program

Working together with your supervisor, fill out each section below as fully as possible, recognizing that some parts of this agreement may need to be revised as circumstances warrant.

I. General Agreement

_____ agrees to an internship with
(name of student intern)

(name of organization)

for _____ total hours, to be completed from _____ to _____.
(month/year) (month/year)

II. Schedule

In the spaces below, list the hours the intern will normally be expected to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Other

Total hours per week: _____

III. Intern Projects and Skills

Please list, with approximate due dates, in as much detail as possible:

- 1) *projects* to be undertaken by the intern;
- 2) *skills* to be learned or demonstrated by the intern (i.e.: writing press releases, designing documents or web sites using specific computer programs, developing user manuals or other training materials);
- 3) *written work* to be completed for a student portfolio (to be reviewed by the Internship Director at midterm and semester conferences).

Projects:

Due Dates:

1. _____
2. _____
3. _____
4. _____
5. _____

Skills:

Due Dates:

1. _____
2. _____
3. _____
4. _____
5. _____

Written Work:

Due Dates:

1. _____
2. _____
3. _____
4. _____
5. _____

IV. Specific Requirements or Additions

Please indicate any additional conditions of the internship (such as important company policies or terms of payment, if applicable):

V. Agreement

By signing this agreement, the supervisor and the intern confirm the conditions of the internship. Please retain a copy of this agreement for your records and deliver a copy to the Internship Director for approval.

Student (print name and sign) (date) (phone number)

Supervisor (print name and sign) (date) (phone number)

Internship Director