

## Internship Agreement

**Student Intern:**

Name: \_\_\_\_\_

Email \_\_\_\_\_

**Internship Site:**

Name of Agency: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you prefer to be contacted by phone or email? \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This will indicate your acceptance of the above student as an intern for \_\_\_\_\_.  
(Semester and Year)

\*This section to be completed by the *student*, in consultation with their agency supervisor.\*

**Internship Description:**

Please describe specific tasks, responsibilities, or projects to be completed by the intern. If possible, please note any deadlines by which the intern needs to have completed certain tasks.

**Internship Work Schedule:**

Specify here the students' weekly schedule. Undergraduate students must complete 135 hours over the course of the semester.

**Agency Supervisor:**

By signing this agreement, I agree to provide appropriate guidance and supervision for this student intern. I agree to regularly communicate with the intern about work responsibilities and to provide feedback, and I agree to complete a final evaluation of the intern at the end of the semester. If any problems arise, I will discuss them first with the intern. If problems persist, I will contact the Sociology Internship Coordinator at the University of West Georgia. (Dr. Emily McKendry-Smith, [emckendr@westga.edu](mailto:emckendr@westga.edu), 678-839-5404)

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

**Intern:**

I agree to complete the work assignments specified in the internship agreement, and any other assignments that arise over the course of the semester, to the best of my ability and to meet the project schedule. I will regularly communicate with my supervisor over the course of the semester. If I have questions or problems, I will discuss them first with my supervisor. If problems persist, I will contact the Sociology Internship Coordinator.

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



Date submitted to Sociology Internship Coordinator: \_\_\_\_\_