

DEPARTMENT OF ENGLISH & FOREIGN LANGUAGES STUDENT INTERNSHIP CONTRACT

Name: _____ Student ID#: _____

Phone: _____ Cell: _____ Semester/Year of Internship: _____

Major/Concentration: _____ Course name & number: _____

Name & Address of Organization Sponsoring Internship:

Contact Person: _____ Phone: _____

Augusta State University Supervisor: _____

GENERAL DESCRIPTION

Internship Responsibilities:

Student Responsibilities:

The intern is expected to cooperate at all times with the Internship Sponsor's assignments and commitments, to conduct himself/herself in a professional manner while on and off duty and to abide by all the rules and regulations pertaining to the regular employees of the Internship

The intern's progress through the various aspects of their discipline during the internship is dependent upon the supervisor's evaluation of his/her ability to proceed and the intern agrees to abide by these decisions.

The intern recognizes that if, in the opinion of the Internship Sponsor or the university, it seems advisable to cancel an internship before the completion of the semester, such a step will be taken.

Department Responsibilities:

The Department of English and Foreign Languages at Augusta State University agrees to recommend for this internship only those students whose GPA, dependability, background knowledge, skills and moral integrity will reflect favorably on this institution and the Internship Sponsor.

The department also agrees that the Internship Sponsor may or may not pay the student intern for his/her time and services. However, the department hopes that the Internship Sponsor will feel inclined to recompense the student at minimum wage for his/her time.

The department will remain in contact with the Internship Sponsor during the period of each student's internship regarding the student's learning and will heavily consider the Internship Sponsor's evaluation of the intern in assigning grades. The department agrees to provide evaluation forms for this purpose.

The department will confer with the Internship Sponsor periodically regarding the mutual values and the nature of the internship program as a whole.

We, the undersigned, agree to these provisions.

Intern

ASU Faculty Supervisor

Internship Sponsor

Dr. Lillie B. Johnson, Chair
Department of English and Foreign Languages