

Internship Contract

NOTE: Once you begin your internship, you are responsible for fulfilling your contract. If you have no compelling reason for an incomplete internship, you will receive an “F.” If you have problems at the site, discuss them with your advisor or the Graduate Program Director. If you receive a poor final report from your supervisor, you may receive no credit, and you may be denied future internships.

Name _____

Student ID # _____

- Area of Internship
- Technical Writing
 - Business and Professional Writing
 - Teaching
 - Journalism

Place of Work _____

On-Site Supervisor _____

Telephone _____

Email _____

Faculty Advisor _____

On-Site Schedule* _____

*Total number of hours must add up to at least 135 hours total for a 3-credit internship

Approval of Contract

On-Site Supervisor _____ Date _____

Faculty Advisor _____ Date _____

Graduate Program Director _____ Date _____