CAREER SUCCESS CENTER
INTERNSHIP PROGRAM LEARNING CONTRACT

III. INTERNSHIP EMPLOYER: To be completed by the Employer Supervisor

Name of Organization

Address | City, State, Zip

On-site Supervisor Name | Title

Email Address | Phone

Internship Job Title | Hours/Week

*Start date | *End date

Intern's Duties and Responsibilities

Will the intern receive financial compensation? ☐ Yes ☐ No If yes, please specify wage amount ☐ Per Hour ☐ Monthly ☐ Stipend

IV. ACADEMIC COURSE CREDIT INFORMATION: To be completed by the Academic Department

Faculty Supervisor | Department

Faculty Phone# | Faculty Email

Course Number | Major Code

Upon successful completion of this internship, credits will be awarded. Internships require 45 contact hours per one semester credit hour.
Please note a $25 processing fee for non-credit internships is required to be recorded on the student transcript.

V. SIGNATURES

The signatures of the undersigned indicate that the above agreements have been reviewed and approved. The intern acknowledges persona
the internship commitment and agrees to perform the internship duties in a professional and ethical manner. If internship is awarded academi
is assessed. The sponsor endorses the educational goals of this learning experience and agrees to provide supervision and/or training to ass
ful lling the conditions of this internship.

(1) STUDENT INTERN | DATE | (2) FACULTY SUPERVISOR/ACADEMIC ADVISOR | DATE

FACULTY SUPERVISOR ASSIGNED BY COLLEGE DEAN OR DEPARTMENT CHAIR

(3) EMPLOYER SUPERVISOR | DATE | (4) DEPARTMENT CHAIR OR COLLEGE DEAN | DATE

(5) CAREER SUCCESS CENTER | DATE | (6) REGISTRAR'S OFFICE | DATE

Once Form is Completed 1. Make a Copy for Your Personal Records 2. Submit Final Form to Registrar's O ce for O cial Record
3. View weekly log form and evaluation forms on the portal: https://myusf.stfrancis.edu/portal/secure/content/15104

RECORD INFORMATION: To be completed by the Administrative O ces

Recorded by Career Success Center Initialed: Date Received by Registrar's O ce Initialed: Date

Scanned and emailed Term of Internship

*Internships will be recorded for transcript and tuition purposes under the semester it is being performed

Updated: ' F C S V B S Z