

Internship Agreement Form

This form is to certify that this student will be employed as an intern at the site listed during the proposed semester. Upon successful completion of the internship, the student intends to earn the specified credits noted below. Any questions can be directed to Aimee Orndorf, Internship Coordinator, aorndorf@uwm.edu/ (414) 229-4170.

Name of Student:	Student ID Number:	Class Standing:
Phone Number:	UWM Email:	
Course Name and Number:	Semester to Enroll:	Intended Credits:
Faculty Advisor Name:	Faculty Advisor Home Department:	
Faculty Advisor Email:		
Internship Site:	On-Site Supervisor Name:	
On-Site Supervisor Email:	On-Site Supervisor Phone Number:	

As a condition of the student’s enrollment in the above internship course, the student, faculty advisor, and on-site supervisor agree to the following terms:

1. The internship will include both an academic and a professional/vocational component. The academic component will consist of (1) required readings that are relevant to the student’s internship, and (2) a final academic work based upon the scholarly readings appropriate to the student’s internship experience. The faculty advisor will be responsible for developing individualized readings and written assignments for the student intern, as well as for determining the student’s final grade in the course.
2. The internship shall involve the student in substantive activities of approximately 40 hours of work per credit.
3. Organizations sponsoring an intern are expected to provide a written description via email or mail of the internship duties of the student, including (1) documentation of the actual number of hours the student has devoted to the internship, and (2) a written evaluation of the student’s performance at the end of the internship period.
4. Faculty advisors will meet with the student intern several times over the course of the internship to assess the student’s progress in the internship and in the academic work relevant to the internship.

University of Wisconsin-Milwaukee
College of Letters and Science
Center for Latin American and Caribbean Studies

5. Monetary compensation to the student from the internship site is not required, but it is encouraged. Any such payments will be negotiated directly between the student and the internship site.
6. The internship can be terminated if the student, on-site supervisor, or the internship coordinator believe the student is not making satisfactory progress and/or that the on-site supervisor is not meeting its obligations to the student as stated in this document. If the on-site supervisor desires to terminate an internship for performance-related reasons, they will consult with the internship coordinator prior to such termination to determine whether any meaningful efforts to help the student improve their performance.
7. The description of duties and expectations-Attach additional sheets if needed:

The student named on page 1 is enrolled in the aforementioned course and as a condition, must be employed as an intern during the semester of the course. The student has specific responsibilities related to the internship. The faculty advisor, on-site supervisor, and internship coordinator have responsibilities to the student with regard to assisting the student in complying with their responsibilities. Therefore, the parties agree to the above terms.

(Student signature)

(Date)

(Faculty Advisor signature)

(Date)

(On-Site Supervisor signature)

(Date)

(Internship Coordinator signature)

(Date)