

Middle Georgia State University Internship Program
INTERNSHIP AGREEMENT

Office of Career Services · 100 University Parkway · Macon, GA 31206 · Student Life Center, Suite 254
Phone: 478-471-2714 · Email: melinda.moffett@mga.edu · Webpage: www.mga.edu/cs

Part One: Intern Information (To be completed by student intern)

Name _____

Local Phone ____/____-____ Other Phone ____/____-____ Major _____

Internship to be completed during _____ Semester, 20__

Email _____

Academic Status Sophomore Junior Senior

Check one US Citizen Permanent Resident (US) F-1Visa H-1Visa

Internship Title _____

Description of Duties _____

Start Date _____ End Date _____ Planned work hours per week _____

Salary Information *(Please indicate amounts)*

Hourly \$_____ Stipend \$_____ Commission \$_____ Unpaid _____

Pay Schedule Weekly Bi-weekly Monthly Other

Part Two: Company Information (To be completed by supervisor)

Company Name _____

Supervisor Name and Title _____

Address _____

Phone ____/____-____ Fax ____/____-____ Email _____

Company's Web address _____

HR Contact _____

Turn over for Part Three and required signatures.

Part Three. Specific Learning Goals (To be completed by student intern and supervisor)

- Goals must be specific and relate to the student's curriculum.
- If using a part-time job as an internship, goals are professional duties beyond existing responsibilities.

Example: Design, create, and complete bi-weekly client newsletters.

Supervisor Responsibilities

- Meet weekly with intern to discuss planning, training, and evaluation.
- Provide a job description and develop written learning goals with intern.
- Orient the intern to the organization's procedures and staff.
- Serve as a professional role model.
- Complete two written performance appraisals (these will be sent to you online)
- Inform Career Services of problems with the student intern's performance.

Career Services Representative Responsibilities

- Respond to any issues concerning the intern and/or the internship site.
- Provide necessary assistance with creating job descriptions and goals.

Instructor Responsibilities

- Provide guidance and structure for academic component.
- Support the guided and reflective aspect of the internship experience.
- Contact the Career Services representative and supervisor when necessary.
- If necessary, instructor and/or the Career Services representatives may visit internship site.

We, the undersigned, understand the purposes and procedures involved in the internship relationship and agree to abide by the conditions specified above. We agree to be available for any special meetings if a situation should arise.

Student Intern Signature

Date

Supervisor Signature

Date

Instructor Signature

Date

Career Services Signature

Date

*****Keep a copy of this completed form for your records. If you are seeking college credit for this experience contact your Experiential Learning (EL) Liaison found at www.mga.edu/knowledgeatwork *****