



# Career Services Internship Terms of Agreement

**Student Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Term:** \_\_\_\_\_

**Start Date of Internship** \_\_\_\_\_ **End Date of Current Term:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Location:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_

**Supervisor Phone:** \_\_\_\_\_ **Supervisor Email:** \_\_\_\_\_

**Walnut Hill College Student Agrees to:**

- ❖ Arrive to work on time & in proper attire.
- ❖ Cooperate & perform tasks to the best of his or her ability.
- ❖ Work diligently toward completion of skill attainment of competencies outlined in the Career Services Competency and Skill Attainment Rubric.
- ❖ Promptly contact my direct Supervisor in the event of an emergency.
- ❖ Give adequate notice, at least two (2) weeks, when leaving this site.
- ❖ Keep track of hours worked in each shift by using the Time Tracker form or by collecting all pay stubs.
- ❖ Return completed Internship Evaluation Form and Time Tracker to the Career Services office at the end of each term.

**On-Site Supervisor Agrees to:**

- ❖ Participate in a telephone Internship Program Orientation with Walnut Hill College Career Services Department.
- ❖ Move the intern through various work stations according to internship guidelines & the student's ability.
- ❖ Present opportunities for the student to learn and acquire skills and competencies outlined in the Career Services Competency and Skill Attainment Rubric.
- ❖ Allow the student's administrator to visit the site & check on the student's progress.
- ❖ Schedule work hours so they do not conflict with the student's school schedule.
- ❖ Complete an Evaluation Form at the end of each term & review the evaluation with the intern.
- ❖ Provide constructive feedback of student's performance to enhance the learning experience.

**Intern Job Title** \_\_\_\_\_

**Intern's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_