Internship Contract – Rutgers Writing Program

Working together with your supervisor, fill out each section below as fully as possible, recognizing that some parts of this agreement may need to be revised as circumstances warrant.

I. General Agreement

___________________________________________________________________________ agrees to an internship with __________________________________________.

___________________________________________________________________________ (name of student intern)

___________________________________________________________________________ (name of organization)

for ______ total hours, to be completed from ______________ to ______________.

(month/year) (month/year)

II. Schedule

In the spaces below, list the hours the intern will normally be expected to work.

<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Other</th>
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</table>

Total hours per week: __________

III. Intern Projects and Skills

Please list, with approximate due dates, in as much detail as possible:

1) projects to be undertaken by the intern;
2) skills to be learned or demonstrated by the intern (i.e.: writing press releases, designing documents or web sites using specific computer programs, developing user manuals or other training materials);
3) written work to be completed for a student portfolio (to be reviewed by the Internship Director at midterm and semester conferences).

Projects: Due Dates:

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
Skills:

Due Dates:

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________
5. ______________________________________________________________

Written Work:

Due Dates:

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________
5. ______________________________________________________________

IV. Specific Requirements or Additions

Please indicate any additional conditions of the internship (such as important company policies or terms of payment, if applicable):

___________________________________________________________

___________________________________________________________

V. Agreement

By signing this agreement, the supervisor and the intern confirm the conditions of the internship. Please retain a copy of this agreement for your records and deliver a copy to the Internship Director for approval.

Student (print name and sign) (date) (phone number)

Supervisor (print name and sign) (date) (phone number)

Internship Director