



**ELIZABETH TOWN COLLEGE
STUDENT INTERNSHIP CONTRACT**

Registration and Records will accept Internship contracts, with ALL signatures, up until the 3rd Friday of each semester to ensure that students have the sufficient time to collect the required signature of the on-site supervisor of the internship. Summer Session and Winter Term internship deadlines are contained in the semesters calendar/important dates.

Some departments have specific internship contracts for their individual programs, e.g. Business Department. Check with the department governing the course discipline for a departmental internship contract before circulating this form for signatures.

A. STUDENT INFORMATION

1. Name: _____ ID: _____
2. Major: _____
3. Supervising Faculty Member: _____
Department: _____
4. Address while fulfilling internship: _____
E-mail address: _____ Phone _____
5. Employer or site of internship: _____
On-site supervisor of internship: _____
Address _____
Specific job or internship title: _____

6. Dates of internship: Start: _____ End: _____
7. Salary (if applicable): _____
8. Course Number (e.g., BA 474): _____ Total Internship Credit: _____

B. DESCRIPTION OF INTERNSHIP

Description of Goals and Objectives (What do you intend to learn through this experience?):

C. EVALUATION OF INTERNSHIP

Documentation of Accomplishments and Learning Objectives (How will you demonstrate what you have learned as a result of the internship?)

- Projects: _____

- Research and research papers: _____

- Other written/oral reports: _____

- Log or diary records: _____

- Other plans (e.g. portfolio, employer evaluation): _____

D. SPECIAL CONDITIONS OF INTERNSHIP

Complete this section ONLY IF the internship is sponsored by another educational institution.

- a. Name of supervising institution: _____
- b. Indicate if accredited by a regional accrediting association, if known: _____
- c. If transfer credits from an accredited postsecondary institution are to be transcribed by Elizabethtown College, students must complete the “Application to take courses off-campus” form, available from Registration & Records office and website. Please submit the two forms together.

E. GRADING

Internships are normally graded Pass/No Pass and count only as an elective in the student’s program of study. Exceptions to the P/NP grading guideline for internships sponsored by Elizabethtown College must be requested and approved by the sponsoring faculty member:

The signature of the student on this document shall serve to bind the student to the terms of this contract and make the student responsible for the completion and satisfaction of said responsibilities in order to earn academic credit for the assignment.

Signature of Student	Date
Signature of Employer	Date
Signature of Faculty Supervisor	Date