

School of Humanities and Social Sciences

Student Internship Agreement

Student Info:

Name			
E-mail address			
Major			
Academic Advisor			

Faculty Info:

Internship Advisor			
E-mail address		Phone	

Site Info:

Internship site name			
Description of site			
Address			
Nonprofit, for-profit, or public sector status			
Site supervisor name			
Email		Phone	
Start date		End date	
Tentative work schedule:			
Is the internship paid? (y/n)			
If paid, please define the terms of compensation (e.g. hourly wage, stipend, travel allowance) and indicate amounts.			

Learning objectives (student completes in consultation with site supervisor and faculty internship advisor): Please describe what you will learn through the completion of this internship. How do these objectives align with your academic goals within your major?

Internship responsibilities (student completes in consultation with site supervisor): Please describe the specific responsibilities you will fulfill for the organization over the course of your internship.

Evaluation of Student Performance (student completes in consultation with site supervisor and faculty internship advisor): Please describe how your internship performance will be evaluated for academic credit (e.g. journal, final paper, portfolio, supervisor written evaluation, etc.)

Penn State University Undergraduate Internship Policy: To receive 3.0 academic credits, Penn State requires a student to complete 135 career-related work hours over the course of the academic semester (45 work hours required for each additional credit, 6 credits maximum). Work hours include time spent on tasks assigned by the internship supervisor, as well as time spent on internship-related responsibilities to Penn State (e.g. meetings with the faculty

internship advisor, writing journal entries, preparing poster or portfolio presentations, etc.). Please indicate the number of credits earned and work hours required for this internship.

Unpaid Internships at For-Profit Businesses: (site supervisor, initial if applicable): I agree that the student is the “primary beneficiary” of this internship, as that term is defined by the United States Department of Labor’s [“Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act.”](#)

To the student: I agree to fulfill the previously described responsibilities to the best of my ability and to hold myself to standards of conduct and professionalism as befits a representative of Penn State University. I understand that failure to fulfill these responsibilities or meet these standards can result in failure and early termination of the internship.

To the faculty advisor: I agree to maintain regular contact with the student to discuss their internship experience and progress with assigned tasks. If I am notified by the site supervisor that the student is not meeting expectations or is exhibiting inappropriate personal or professional conduct, I will work with the student in a timely fashion to remediate the issue. I will evaluate the student’s performance at the end of the semester using the assessment instrument(s) described above.

To the site supervisor: I agree to provide an internship experience that allows the student to meet the previously described learning objectives. I will ensure that the student receives constructive feedback on their performance, both during the internship and at its conclusion. If the student is not meeting expectations or is exhibiting inappropriate personal or professional conduct, I will contact the above listed faculty advisor in a timely fashion to discuss strategies for remediation.

Signed:

Student		Date	
Faculty internship advisor		Date	
Site supervisor		Date	