****

# Internship Contract for LMC 4904 Internship for Credit

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student I.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of internship (including address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s name (at internship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s phone number/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start/End Date of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of responsibilities and goals (**include number of hours per week**):

Note: Registering for internship credit involves a serious commitment of time and energy. You jeopardize your internship by 1) not adhering to a work schedule, 2) not satisfactorily fulfilling your responsibilities, or 3) not completing written assignments on time. Your supervisor will be asked to evaluate your work at the end of the semester to determine your success as an intern. You will also be required to turn in written assignments (details will be on Canvas) to Jillann Hertel. Assignments evaluate your internship and explore how it has supplemented your studies in LMC.

I have read the above terms and agree to work according to this contract.

Student signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature (at internship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*or a direct email to [jillann.hertel@lmc.gatech.edu](mailto:jillann.hertel@lmc.gatech.edu) will suffice for signature from supervisor

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_