

Student Internship Contract

Company Name _____ Supervisors Name: _____

Starting date: _____ Internship Midpoint: _____ Concluding Date: _____

☐ Fall ☐ Winter ☐ Spring ☐ Summer Year : _____

The student agrees to:

- 1- Contract review and pre-orientation with academic advisor.
- 2- Submit the Student Agreement, Student Contract, Master Agreement, and Experience Provider Forms before the start of the internship.
- 3- Read and review the outline in the course syllabus to become familiar with the internship requirements.
- 4- Generally work at least 100 hours for every 1 credit hour enrolled in on AIM.
- 5- Complete internship within the semester for which you are registered.
- 6- Complete the following assignments: *(check appropriate box)*
 - ☐ A. For 1/2 credit hour (International):
 1. Submit Project #3 (see syllabus for details).
 2. Submit student evaluation and employer appraisal by the end of the internship.
 3. Complete at least 50 hours of work.
 - ☐ B. For one credit hour:
 4. Submit Project #3 (see syllabus for details).
 5. Submit student evaluation and employer appraisal by the end of the internship.
 6. Complete at least 100 hours of work.
 - ☐ C. For two credit hours:
 1. Submit Projects #1 and #3 (see syllabus for details) by the first day of final exams.
 2. Submit student evaluation and employer appraisal by the end of the internship.
 3. Complete at least 200 hours of work.
 - ☐ D. For **three** credit hours:
 1. Submit Project #1 (see syllabus for details) within first two (2) weeks of internship.
 2. Submit Project #2 (see syllabus for details) by midpoint of internship.
 3. Submit Project #3 (see syllabus for details) by last day of final exams or two (2) weeks after completing internship, whichever is earliest and at least two (2) days before student evaluation interview with faculty advisor.
 4. Submit student evaluation and employer appraisal by the end of the internship.
 5. Complete at least 300 hours of work.
- 7- Assume the responsibility for petitioning the Undergraduate Management Office if upper-division elective credit is desired.
- 8- Contact the Internship Office to report any major changes in the internship or problems that interfere with the successful completion of the internship.

Student Name (Print): _____ BYU ID: _____

Student Signature: _____ Date: _____

E-mail: _____ Phone: _____

Academic Advisor: _____ Date: _____