



Career Services Internship Terms of Agreement

Student Name: _____

Major: _____ **Term:** _____ **Required Hours per Term** _____

Start Date of Internship _____ **End Date** _____

Company Name: _____

Company Location: _____

Name of Supervisor: _____

Supervisor Phone: _____ **Supervisor Email:** _____

Walnut Hill College Student Agrees to:

- Arrive to work on time & in proper attire.
- Cooperate & perform tasks to the best of his or her ability.
- Work diligently toward completion of skill attainment of competencies outlined in the Career Services Competency and Skill Attainment Rubric.
- Promptly contact my direct Supervisor in the event of an emergency.
- Give adequate notice, at least two (2) weeks, when leaving this site.
- Keep track of hours worked in each shift by using the Time Tracker form or by collecting all pay stubs.
- Return completed Internship Evaluation Form and Time Tracker to the Career Services office at the end of each term.

On-Site Supervisor Agrees to:

- Participate in a telephone Internship Program Orientation with Walnut Hill College Career Services Department.
- Move the intern through various work stations according to internship guidelines & the student's ability.
- Present opportunities for the student to learn and acquire skills and competencies outlined in the Career Services Competency and Skill Attainment Rubric.
- Allow the student's administrator to visit the site & check on the student's progress.
- Schedule work hours so they do not conflict with the student's school schedule.
- Complete an Evaluation Form and the end of each term & review the evaluation with the intern.
- Provide constructive feedback of student's performance to enhance the learning experience.

Intern Job Title _____

Intern's signature _____ **Date** _____

Supervisor's signature _____ **Date** _____