



English Department  
University of San Diego  
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## Internship Agreement Form (ENGL 498)

### PART 1 (To be completed by Student Intern)

Student Name \_\_\_\_\_ Class Rank: Freshman Sophomore Junior Senior  
Student ID# \_\_\_\_\_ Major/Minor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Internship Supervisor \_\_\_\_\_  
Business/Organization \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### PART 2 (To be completed by Student Intern and Internship Supervisor)

Total work-site hours to be completed by the end of the semester (must be 60 or more) \_\_\_\_\_  
Begin date \_\_\_\_\_ End date \_\_\_\_\_  
Weekly schedule \_\_\_\_\_  
Writing and/or Research component description \_\_\_\_\_  
Internship job description and expectations \_\_\_\_\_  
\_\_\_\_\_

Special circumstances (i.e., dates when the student will be unavailable to work at internship site)  
\_\_\_\_\_

Procedure for intern to follow if he/she is ill or needs to change/reschedule work hours during a particular week  
\_\_\_\_\_

#### Student Intern

- 1) I understand and agree to the schedule, procedures, and general job description outlined above.
- 2) I understand that I may be assigned additional tasks that contribute to my education and training in the practical application of English studies skills within the purpose and mission of my organization's daily operations.
- 3) I agree to send a written update on my internship activities to my faculty supervisor every two weeks.
- 4) I agree to send a short reflection paper on my internship experience to my faculty supervisor when my internship ends.
- 5) I understand that I am not entitled to a job at the conclusion of the internship, and I understand that I am not entitled to wages for the time spent in the internship, unless an employment contract designates the assignment as a paid position.

\_\_\_\_\_  
Student Intern's Signature

\_\_\_\_\_  
Date

#### Internship Supervisor

- 1) I agree to assign the required writing and/or research tasks as outlined above.
- 2) I understand that the intern will submit samples of completed writing/research assignments to a faculty supervisor in order to meet program requirements, satisfy evaluative criteria, and earn academic credit.
- 3) I understand and agree to the intern's schedule and general job description outlined above.
- 4) I agree to supervise the intern and to send a short evaluation of the intern to the faculty supervisor at end of internship.

\_\_\_\_\_  
Internship Supervisor's Signature

\_\_\_\_\_  
Date

**RETURN COMPLETED FORM TO ENGLISH DEPARTMENT (Founders Hall 174) OR EMAIL/FAX TO:**

Tim Randell, Internship Coordinator  
English Department, University of San Diego  
Fax (619) 260-4227 • [trandell@sandiego.edu](mailto:trandell@sandiego.edu)