

# INTERNSHIP LEARNING CONTRACT

*Coastal Carolina University*

**STUDENT INTERN** \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

CREDITED \_\_\_\_\_ ELECTIVE \_\_\_\_\_ NON-CREDITED \_\_\_\_\_ COURSE # \_\_\_\_\_ CREDIT # \_\_\_\_\_

MAJOR \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_ EXPECTED GRADUATION DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**INTERNSHIP SITE** \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

**POSITION TITLE** \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

WORK TERM \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER

COMPENSATION \_\_\_\_\_ UNPAID \_\_\_\_\_ PAID \_\_\_\_\_ AMOUNT \_\_\_\_\_ (OTHER)

WORK HOURS \_\_\_\_\_ (10-20 hrs/wk.) \_\_\_\_\_ (30-40 hrs/wk.) \_\_\_\_\_ (OTHER)

STARTING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_ TOTAL WEEKS \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

**SITE SUPERVISOR** \_\_\_\_\_ TITLE \_\_\_\_\_

SUPERVISOR PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

BRIEF DESCRIPTION OF INTERN'S DUTIES & RESPONSIBILITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:** This Internship Learning Contract establishes an agreement between the student intern, employer internship sponsor, and Coastal Carolina University (CCU) internship supervisory staff for the duration of time indicated. The student intern agrees to fulfill the duties and responsibilities as outlined by the employer, and the academic requirements for completing the internship course. The employer agrees to provide the intern with training, supervision, and evaluation necessary for relevant experiential learning. CCU staff will provide academic supervision, internship oversight, and materials needed to evaluate student performance for course grading.

**STUDENT INTERN** \_\_\_\_\_ DATE \_\_\_\_\_

**SITE SUPERVISOR** \_\_\_\_\_ DATE \_\_\_\_\_

**FACULTY SUPERVISOR** \_\_\_\_\_ DATE \_\_\_\_\_

**CAREER SERVICES COORDINATOR** \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO:

**ROBERT BULSZA, CAREER SERVICES INTERNSHIP COORDINATOR**

*rbulsza@coastal.edu* INDIGO HOUSE, ROOM 105 (843)234-3450 fax (843)349-2718