Internship Agreement

This agreement serves to give both the intern and the supervisor clear guidelines on what the intern will accomplish during the internship. Both the intern and the supervisor should retain a copy of this agreement and refer to it as the internship progresses. The original document should be given to the Internship Director at Armstrong State University.

Intern Information

Name: ____________________________________________________________
Phone number (primary): ______________Student ID number:_______________
Email address: ___________________________________________________

Supervisor Information

Name: ____________________________________________________________
Company Name: __________________________________________________
Phone number (primary): __________________________________________
Email address: ___________________________________________________

Internship Description

1. Please list and describe tasks the intern will complete during this internship.

2. Please place a check next to the skills you expect the intern to practice or develop during the internship.
   - Developing community relations, consumer relations, and/or employee relations
   - Problem solving and negotiating
   - Writing informative and persuasive documents
   - Writing news or feature articles
   - News reporting
   - Conducting interviews

(continued on back)
- Working on a deadline
- Editing and/or copyediting
- Writing business communications (memos, letters, emails for internal or external use)
- Employing document design principles
- Managing a team
- Managing a project
- Analyzing and understanding an employer’s corporate culture
- Writing press releases/persuasive marketing pieces
- Producing oral business communications (phone calls, client meetings, press conferences)
- Operating audio or video equipment, including cameras, microphones, sound boards, and teleprompters
- Composing computer graphics for on-air release
- Directing video production
- Writing scripts for video production
- Learning and employing a house style and/or technical vocabulary associated with a specific field
- Producing or updating a website
- Other: _____________________________

**Internship Schedule**

Please describe the schedule of work. (For example: 9 a.m. to 3 p.m. Monday through Thursday)

- Internship Start Date: __________
- Internship End Date: __________
- Hours per week: __________
- Number of weeks: __________
- Total number of hours: __________

_______________________________________    ________________
Signature of Intern        Date

_______________________________________     ________________
Signature of Internship Supervisor      Date