



Internship Program Memorandum of Understanding

Part One-To be completed by the student and the Faculty Internship Advisor prior to beginning an Internship. Part one must be completed and signed in order to receive academic credit for an Internship. *Please attach a job description for review by your Faculty Internship Advisor.*

Student Agrees to:

- Comply with organization’s policies; notify supervisor if unable to work as scheduled.
- Complete requirements outlined by his or her Faculty Internship Advisor.
- Remain enrolled at UWF for the duration of the Internship.
- Notify Faculty Internship Advisor if the Internship ends early, or if significant changes in responsibilities or learning objectives occur.

Student Name: _____

E-Mail: _____

Major: _____

SSN: _____

Course #: _____

Credit hours: _____

Learning Objectives:

Other Internship Requirements:

- | | |
|---|-----------|
| <input type="checkbox"/> Weekly Journal | Due _____ |
| <input type="checkbox"/> Mid Semester Supervisor’s Evaluation of Student | Due _____ |
| <input type="checkbox"/> End of Semester Supervisor’s Evaluation of Student | Due _____ |
| <input type="checkbox"/> End of Semester Student’s Evaluation of Internship | Due _____ |
| <input type="checkbox"/> End of Semester Report | Due _____ |
| <input type="checkbox"/> Other: | Due _____ |

Part Two-To be completed by the student and his or her supervisor and approved by the Faculty Internship Advisor prior to beginning an Internship.

Employer Agrees to:

- Provide student with training and supervision needed to carry out responsibilities successfully.
- Evaluate Intern's performance and discuss with student at end of the Internship.

Internship Employer (Sponsor): _____

Address: _____

Supervisor Name: _____ Phone _____

Internship Title and Department: _____

Start Date: _____ End Date: _____

Pay Rate: _____ Hours/Week : _____

Please attach a job description.

Part Three-To be completed by Career Services prior to beginning an Internship.

- Student is registered in JasonQuest and last updated his/her profile on _____
(Revision Date)
- This student is *NOT* registered in JasonQuest.

Student: _____ Date: _____

Supervisor: _____ Date: _____

Faculty Internship Advisor: _____ Date: _____

Career Services Advisor: _____ Date: _____

Career Services
11000 University Parkway, Pensacola, FL 32514-5750
phone:850-474-2254 FAX:850-473-7255 e-mail:career@uwf.edu <http://uwf.edu/career>

CAREER SERVICES...*Not just for seniors!*