



Hart Career Center, Illinois Wesleyan University
Non-Credit Internship Agreement

Name _____ Address _____ Phone _____

Major _____ Minor _____ Student e-mail _____

Class status (during Internship experience): F S J Sr Graduation date _____

Term of Internship: Fall 200____, Spring 200____, May 200____, Summer 200____

INTERNSHIP ASSIGNMENT: To be completed by **on-site supervisor**.

Name of Organization: _____

Mailing Address: _____

On-site Supervisor Name and Title: _____

Phone: _____ Email: _____

INTERNSHIP POSITION: _____

Date Internship Begins: _____ Date Internship Ends: _____ Number of on-site hours/week: _____

Intern's Duties and Responsibilities: (Attach program description, if available.)

Will intern receive any financial compensation? Yes No If yes, please specify wages _____

INTERN'S LEARNING OBJECTIVES: To be completed by **student intern**.

Please identify your educational and professional goals for this internship and the means for accomplishing them.

Additional expectations/special conditions:

MEDICAL INSURANCE COVERAGE:

Student Insurance #: _____
Parent/Guardian Group Insurance #: _____ Carrier: _____
Other #: _____ Carrier: _____

SIGNATURES:

The signatures of the undersigned indicate that the above agreements have been reviewed and approved. The student intern acknowledges personal responsibility for the internship commitment and agrees to perform the internship duties in a professional and ethical manner. The student intern has been informed of any risks inherent in the work to be performed and knowingly consents to undertake such risks. The sponsor(s) endorse the educational goals of this learning experience and agree to provide supervision and/or training to assist the student in fulfilling the conditions of this internship.

Signature of Student Intern: _____ Date: _____

Signature of On-Site Supervisor: _____ Date: _____

Signature of IWU Internship Coordinator: _____ Date: _____

Please submit completed form directly to the Hart Career Center. Copies will be sent to: 1) Student and 2) On-site Supervisor.

Hart Career Center, Gulick Hall, Illinois Wesleyan University, PO Box 2900, Bloomington, IL 61702-2900 (309) 556-3071

For Office Only:

To Student _____ To Supervisor _____ Internship Report _____ eRecruit _____
Date/Initials Date/Initials Date/Initials Date/Initials