

Please complete this form during the first week of the internship and turn in the original to the Faculty Supervisor. A copy should be kept by both the intern and the site supervisor.

## USC SLIS 496 INTERNSHIP AGREEMENT AND GOAL STATEMENT

<b>Name of Intern</b>	<b>E-Mail</b>
<hr/>	
<b>Address</b>	<b>Phone</b>
<hr/>	
<b>Sponsor Firm</b>	
<hr/>	
<b>Site Supervisor's Name</b>	<b>E-Mail</b>
<hr/>	
<b>Address</b>	<b>Phone</b>
<hr/>	
<b>Site Supervisor's Name</b>	<b>E-Mail</b>
	<b>Phone</b>
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### PROPOSED WORK SCHEDULE (140 HOURS MINIMUM)

Days and hours: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_

\*Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

\*Note: Fall and spring semester internships typically involve 10 hours of work per week for 14 weeks. Summer internships, although they require the same minimum number of hours, must be spread out over at least an 8-10 week period so the intern will be able to "learn" the business. Students may work at their internships for more than 140 hours if mutually agreed upon by themselves and their employer.

**GOALS:** List projects, functions, duties, and general learning objectives of the internship.

**We have agreed to these goals. Furthermore, the intern named acknowledges that the sponsor firm is under no obligation to offer said intern a paid position following completion of the internship.**

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Signature of Faculty Supervisor