

CA4923
INTERNSHIP STUDENT CONTRACT

Congratulations on your Internship! The purpose of this contract is to set clear expectations of what is expected from you in order to receive credit for this course.

It is the student's responsibility to make sure he/she arranges to **MEET WITH THE INSTRUCTOR ONCE EVERY WEEK**. Please initial next to each of the following items below and sign and date at the bottom of the page.

_____ 1. I am responsible for setting up a fixed meeting time with my instructor. I will coordinate my meeting times once every two weeks and give the instructor advanced notice if I can not attend a scheduled meeting. **I understand that failing to do so will result in a letter grade deduction for each missed meeting.**

_____ 2. I understand that I will be keeping a neat and well-organized 11" x 17" portfolio that chronicles the work I am performing as part of my internship. **I will bring my flatbook on Week 5 and Week 11** for mid-term and final presentation reviews.

_____ 3. I will demonstrate a high degree of ethics on the job and at school and will honor all contractual agreements in a professional and courteous manner.

_____ 4. I will submit a signed time-sheet from my employer each week.

_____ 5. Should any problems arise, I will **immediately** notify my instructor and keep him informed of the situation.

I understand that my grade for this course will be impacted by failing to honor any part of this contract.

Name: _____

Signature: _____ Date: _____