

Internship tracking form

Internship – CRES 604

Date _____

Name of student _____ Cohort number _____

Name of advisor _____

Advisor Signature _____ Date _____

I have been informed of the responsibilities of the advisor role and agree to take act as the student's advisor.

Sponsoring Agency

Sponsoring agency _____

Address _____

Phone number _____

Onsite supervisor _____

Email and phone number _____

Student's internship learning goals _____

Program Director

Date

Internship Advisor

Date

On-site Supervisor

Date

Internship Supervision Agreement

With the understanding that an internship relationship should be of benefit to both the intern and the sponsoring organization, _____ (student) and _____ (host) enter into the following internship agreement:

The host will provide internship placement and supervision for the student during the period _____ to _____ for _____ (number of hours) during which the student will (description of duties) _____

The student and host are in agreement that the (daily/weekly) schedule will be _____

- The host is aware of the student's learning objectives and believes that the type and scope of work will address those learning objectives.
- The student will strive to make a meaningful contribution to the host's organizational goals, to work professionally, and to be punctual and reliable.
- On-site supervision will include monitoring hours worked and providing regular guidance and support as needed.
- Host and student agree to maintain open communication about the progress of the internship and to address any concerns that might arise in a timely and collaborative manner.

Student signature

Date

On-site supervisor signature

Date