

INTERNSHIP CONTRACT
(To be completed by employer)

Please return to:
Alesia Wheeler
Graduate Advising
School of Management
Binghamton, NY 13902-6000
(607) 777-4872 (fax)

Note to employer: Interns are expected to spend 12-15 hours per week for 4-credit hours (semester consists of 15 weeks). For the ten-week summer session, interns should expect to work 26 hours per week for 4 credits.

Intern Name: _____ SS# _____
Address: _____ Phone _____
E-Mail _____

Organization: _____

Address: _____

Contact: _____ Phone _____

E-Mail _____

Duration of Internship: _____ to _____

What special skills or areas of knowledge are required to complete the assignments?

Describe the internship position, being as specific as possible, indicating the desired outcomes and the duties/responsibilities utilized in achieving those outcomes. Employer will evaluate student performance based upon meeting these objectives.

Supervisor Signature _____ Date _____

Intern Signature _____ Date _____

___ Approved ___ Disapproved _____

Associate Dean Signature