# Internship Agreement Form

**Communication and Public Relations majors** must provide all information requested, including the on-site supervisor’s signature before registering for internship credit. You may not register for credit until this form is completed and signed by the Internship Coordinator.

**Site Supervisors:** Please note that this form **does not indicate credits will be awarded** for an internship experience unless signed by the faculty supervisor.

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<table>
<thead>
<tr>
<th>Your name:</th>
<th>Graduation Year:</th>
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</thead>
<tbody>
<tr>
<td>Overall GPA:</td>
<td>Local Phone No:</td>
</tr>
<tr>
<td>Permanent Address:</td>
<td></td>
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<tr>
<td>Email:</td>
<td>Student ID No.:</td>
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## Internship Details

**Internship Site/Organization Name:**

**Full Address:**

**Supervisor Name:**

**Title:**

**Phone No.:**

**Email:**

**Dates of Internship:**

**Proposed Work Schedule:**

**Hours Per Week:**

**Credits:**

**Specific Responsibilities:**

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**Internship Coordinator:**

com-intern@fairfield.edu  
www.fairfield.edu/communicate

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**Student Signature:**

**Date:**

**Faculty Signature:**

**Date:**
The student agrees to:

- Provide updates to the department internship coordinator via email (summer) or through scheduled intern meetings (semester).
- Submit to the department internship coordinator all the required written assignments.
- Work an average of _____ hours per week (120 hours minimum per semester, 150 Hours maximum per semester).
- Act in a responsible, dependable, and professional manner at all times.
- Contact the on-site intern supervisor in case of any absence.

Student Signature: __________________________ Date: __________

The on-site supervisor agrees to:

- Supervise and evaluate the student’s work and progress, and assure a learning environment.
- Not have student interns work more than 15 hours per week and/or 150 hours per semester.
- Submit online evaluation forms to the supervising professor, which summarizes at mid-semester and semester’s end the student’s work, attitude, responsibility, dependability, attendance and progress. These will be emailed twice throughout the semester.
- Contact the department internship coordinator if significant problems should arise in the internship.

Supervisor Signature: __________________________ Date: __________