

Cameron University
Department of Chemistry, Physics, and Engineering
Internship Working Agreement – Variable credit hours

Name of Company: _____

Company Contact: _____

Business address of company: _____

Phone: _____

Name of Student: _____ Student ID Number: _____

Classification: _____ Expected Graduation: _____ Semester _____ Year _____

Student Phone: _____ Student email: _____

Date of Internship: From: _____ To: _____

Hours to be worked for 1 hours of credit: Minimum of 48 clock hours for the semester

Not Paid Paid Rate _____

CONDITIONS OF THE AGREEMENT

Internship Description: A planned educational program whereby the student gains practical, project based work experience. Regular evaluation of objectives is made by the intern supervisor (Supervisor) and the university instructor (Coordinator). Internship must produce a portfolio, final report, presentation, or poster for course credit. Graded S/U.

Responsibilities of the Supervisor:

1. To provide professional experiences for the Intern for at least the minimum number of hours per day and per week for the duration of the training period.
2. To ensure that the responsibilities for the internship covers more than a single task.
3. To consult with the Coordinator if difficulties arise at the job site.
4. To provide instructional material and occupational guidance to the Intern as needed.
5. To provide observation opportunities for on-site visitations.
6. Complete evaluation form provided.

Responsibilities of the CPE Department

1. Designate a department Coordinator to communicate with the Supervisor if any difficulties arise during the internship.
2. If the internship is performed for credit, the Coordinator will be listed as the instructor and assign S/U at the end of the semester.
3. Enroll the Intern in Special Problems (CHEM/PHYS/ENGR 4491) if the internship is for credit.
4. To provide the Intern with the appropriate ethics and safety training suitable for beginning working at the internship.

Responsibilities of the Intern:

1. To be in regular attendance on the work experience. Should absence be necessary, the Intern will notify the Work Supervisor at the earliest opportunity.
2. The Intern will comply with the standards and ethics of the Supervisor.
3. The Intern will follow all safety guidelines as instructed by the Supervisor.
4. To provide the Coordinator with necessary information and reports concerning the on-the-job phase of the program.

Student: _____ DATE: _____

Faculty: _____ DATE: _____

Employer/On-Site Supervisor: _____ DATE: _____