

Date Received _____

Virginia Tech English Department

EMPLOYER – STUDENT INTERNSHIP AGREEMENT

I, _____ (Name and title
of employment supervisor)

Address _____ E-Mail _____

accept _____ ID# _____ - _____ - _____ (Student's
name)

As a student intern for (circle 1) fall, spring, summer 1, summer 2, 20_____

To work _____ hours per week for _____ weeks. _____ (supervisor's
signature)

Student agrees to:

- Honor employer's work requirements.
- Submit the Student Progress Report to Shanks 329 by the last day of the seventh week of the semester.
- Submit the Student's Final Report to the Internship Coordinator by the first day of exam week for the semester.

Employer agrees to:

- Submit Employer Progress Report to the English Department by the end of the seventh week of the semester.
- Submit the Employer's Final Report to the Internship Coordinator by the last day of classes of the semester.

At the end of the semester, the Internship Coordinator agrees to turn in a Pass/Fail grade after evaluating the employer and student reports.

Job description, as agreed upon by the student and the intern sponsor:

Student: To receive semester credit, this form must be submitted no later than the first 2 weeks of the semester.