

**Performance Learning Center
Internship Contract**

I agree to be an intern supervisor for _____ (name of student). He/she will be monitored carefully for attendance, performance and behavior. I will prepare a full review in writing at the end of the internship. Any deviations from the expected high standards of behavior will be discussed with the intern and immediately reported to the Performance Learning Center.

The duties and tasks that the intern may perform will include (but are not limited to) the following:

1. _____
2. _____
3. _____
4. _____
5. _____

My business/company is _____.

My title is _____.

My business address is _____.

My business phone number is _____.

The internship will begin on _____.

The internship will end on _____.

The hours the intern will be on the job will be _____.

Intern's signature _____ Date _____

Supervisor's signature _____ Date _____