

# Student Internship Contract

Starting Date: \_\_\_\_\_

Concluding Date: \_\_\_\_\_

Internship Midpoint: \_\_\_\_\_

## The student agrees to:

- 1- Submit the Student Agreement, Student Contract, Master Agreement, and Experience Provider Forms before the start of the internship.
- 2- Read and review the outline in the course syllabus to become familiar with the internship requirements.
- 3- Work at least 45 hours for every 1 credit hour enrolled in on AIM.
- 4- Complete internship within the semester for which you are registered.
- 5- Complete the following assignments: (*check appropriate box*)

- A. For one credit hour:
  1. Submit one detailed journal entry each week for the duration of the internship.
  2. Submit student evaluation and employer appraisal by the end of the internship.
  3. Complete at least 45 hours of work.
  
- B. For two credit hours:
  1. Submit one detailed journal entry each week for the duration of the internship.
  2. Submit Company/Executive Interview Report by the ***last day of semester/term classes*** by 11:59 PM Mountain Standard Time (MST).
  3. Submit student evaluation and employer appraisal by the end of the internship.
  4. Complete at least 90 hours of work.
  
- C. For **three** credit hours:
  1. Submit one detailed journal entry each week for the duration of the internship.
  2. Submit Company/Executive Interview Report by ***midpoint*** of internship.
  3. Submit Project Report by the ***last day of semester/term classes*** by 11:59 PM Mountain Standard Time (MST).
  4. Submit student evaluation and employer appraisal by the end of the internship.
  5. Complete at least 135 hours of work.

6- Assume the responsibility for petitioning the Marriott School Internship Office if upper division elective credit is desired.

7- Contact the internship office to report any major changes in the internship or problems that interfere with the successful completion of the internship.

Student (Print) \_\_\_\_\_

Net ID: \_\_\_\_\_

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_

Internship Office \_\_\_\_\_

Date: \_\_\_\_\_

For office use only:

- Journal Entries
- Report #1
- Report #2

- Hours Worked
- Employer Appraisal
- Student Evaluation