

**Athens State University  
College of Business  
Internship Agreement**

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**To be completed by the Intern**

Semester and Year: \_\_\_\_\_

Course: \_\_\_\_\_

Grade basis: Internships are graded on a pass/fail basis.

Intern Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

300 and 400 level courses completed in major: \_\_\_\_\_

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**To be completed by the Sponsoring Organization**

On-Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship to begin: \_\_\_\_\_ Internship to end: \_\_\_\_\_

Days and hours per week: \_\_\_\_\_ Total hours: \_\_\_\_\_

Specific objectives of the internship: \_\_\_\_\_

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Specific duties, responsibilities, or projects to be completed by the intern\*: \_\_\_\_\_

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\*As part of earning academic credit, interns are not permitted near hazardous equipment, driving vehicles other than their own, nor performing purely personal tasks for other people, i.e., shopping, picking up dry cleaning, meeting children after school, etc. Interns are not permitted to work for another student.

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**To be read by both signing parties**

Evaluation: At the conclusion of the internship, the student will be required to submit a folder containing an identification page, an activity log, and a written summary of the internship. These items, along with the supervisor's evaluation, should be sent directly to the Dean's Office in the College of Business. Specific guidelines for completing the required items are included in the Internship Policies and Procedures.

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**The undersigned agree to all conditions specified above.**

Intern Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_