

Internship Learning Contract: Site Supervisor

Please return this form to the student who will return it to: The Center for Vocation, Internships & Career Services, Wingate University, PO Box 159, Wingate, NC 28174, or fax: 704-233-8372 or scan & email to: s.robinson@wingate.edu

This section must be completed and signed by the Site Supervisor or appropriate Site Representative:

(Click once in each gray field to enter text.)

Company Name	
Address (street, city, state, zip)	
Phone	
Fax	
Site Supervisor Name	
Title/Department	
Site Supervisor Email	
Intern Name	
Start <u>and</u> end dates of internship (month/day/year)	
Schedule (# of hours that intern will work per week) We require a minimum of 34 work hours per semester for a 1 credit hour internship (100 hours per semester for a 3 credit hour internship). Some academic departments require more hours.	

Intern Work Component/Job Description

Describe/list the intern's job responsibilities and learning opportunities. Be as specific as possible when listing duties, projects, meetings, training, informational interviews with professionals, etc. (It is acceptable to attach an additional page.)

SITE SUPERVISOR RESPONSIBILITIES

I have read and understood the Wingate University Internship Guidebook and agree to abide by all terms in that book.

I have discussed this internship with the student and have negotiated and assigned the work component which appears on this learning contract. The site will indemnify and hold harmless Wingate University against all liability for injury, loss, claims, or damages resulting from the negligent acts or omissions of the intern during the course of the internship.

Site Supervisor Signature _____ Date _____