

# INTERNSHIP AGREEMENT

## Engler Agribusiness Entrepreneurship Program

Intern: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title of Internship Position: \_\_\_\_\_

Intern's Immediate Supervisor ( Organization Rep): \_\_\_\_\_

Proposed Dates of Internship: \_\_\_\_\_ thru \_\_\_\_\_

Salary \$ \_\_\_\_\_ /Hr., Wk., Mo. Intern to register for \_\_\_\_\_ Credit Hours Term \_\_\_\_\_

### Intern Responsibilities and Expectations

1. Complete all assigned work to the satisfaction of the program coordinator and business/industry supervisor.
2. Respect confidential information pertaining to the place of employment.
3. Meet with the coordinator prior to or during the first two weeks of the internship to:
  - a. Submit the learning objectives.
  - b. Obtain details for any required written report or project, and leave your work schedule, directions to the place of employment and class schedule.
4. Submit to the coordinator the bi-weekly progress report signed by the intern and supervisor showing hours worked and learning experiences.
5. Notify the coordinator of any diversion from the original intern program plan.

### Signed and Witnessed

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

Employer Representative \_\_\_\_\_ Date: \_\_\_\_\_

Engler Program Representative \_\_\_\_\_ Date: \_\_\_\_\_

# DEVELOPMENT OF LEARNING OBJECTIVES

Instructions: Complete the learning objectives by determining what you will be doing, how you will do it and how you will measure what you have accomplished. (Example: Develop, deliver and evaluate one training workshop.)



Objective #1.  
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Objective #2.  
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Objective #3.  
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Objective #4.  
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Objective #5.  
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Objective #6.  
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