

**Department of Applied Economics  
Internship Experiential Learning (AEC 410) Agreement Form**

Internship Begins (Date) \_\_\_\_\_ Ends \_\_\_\_\_ AEC 410 Credits (1-6) \_\_\_\_

**A. Student Information (Please type or print clearly)**

Student's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**B. Internship Employer (Company/Agency/Organization)**

Employer Name \_\_\_\_\_ Student's Job Title \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Salary \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Email \_\_\_\_\_

**Description of Work/Tasks to be Performed (List the jobs or tasks the student will be expected to do)**

*Examples: Student will supervise field workers. Enter financial data in customer loan applications*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**C. Student's Learning Objectives (List what you want to accomplish by the end of the internship)**

*Examples: I want to be proficient in assessing grass seed marketing alternatives. Learn techniques for supervision of employees*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**D. On-Site Supervisor's Responsibilities to the Student (How will employer help student to successfully fulfill employment tasks and learning objectives)**

*Examples: Clearly communicate expected task outputs to intern. Evaluate intern's performance on a weekly basis.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

On-Site Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

*(Learning objectives & general internship approved)*

Suitability for future internships Yes \_\_\_\_\_ No \_\_\_\_\_

I.E. coordinator post-completion comments: