

Contract
Spanish 398B: Undergraduate Internship (Mandatory Pass/Fail)
 Submit to Undergraduate Secretary, Herter Hall 418,
no later than two business days before end of add/drop period.

THIS FORM IS NOT VALID WITHOUT A COPY OF THE INTERNSHIP AGREEMENT

Student Name	Spire ID
Email address	Internship semester
# of Previous Practicum (RA/TA/practicum/internship) credits: (courses ending in 98 – a maximum of 18 practicum credits can be applied to your 120 credits toward graduation)	Spire Registration appointment data
Hours/week (3 hours/week for each credit):	# Credits contracting for*
Faculty Sponsor:	Internship Partner Project:

Student and faculty sponsor should meet to agree upon the responsibilities and expectations for this position. These expectations should be maintained in writing by the faculty sponsor. Check off and describe the responsibilities of the student:

Student role and expectations:

Student and faculty sponsor should agree upon the responsibilities of the faculty sponsor in supervising the student. These expectations should be maintained in writing by the faculty sponsor.

Describe the nature of supervision: _____

Specify how the work of the student will be evaluated: _____

Student, please initial the following affirmation:

_____ I affirm I have read the terms of the Internship contract, the job description, my responsibilities and the way my job will be evaluated.

Student signature: _____ Date: _____

The above named student and I have discussed and agreed upon expectations for both the responsibilities of the student and the supervisor.

Faculty sponsor: _____ Date: _____

Undergraduate Director: _____ Date: _____

*Note that credit overloads (to register for more than the maximum # of credits in a semester) must be approved by the Undergraduate Dean.