
INTERNSHIP AGREEMENT, SPANPORT UMASS AMHERST

- Please type or print neatly and fill out application entirely
- Submit completed form to Site Supervisor, and if applicable, Faculty Sponsor prior to start of internship.
- For credit-bearing internships (SPAN 398I), please return a copy of this completed form to your site supervisor and faculty sponsor AND complete the SPAN 398I Internship Contract and return it to the SpanPort Undergrad Director for approval BEFORE add/drop deadline (<https://www.umass.edu/spanport/resources-spanport>)

Semester _____ Year _____ Student ID# _____

Student _____ E-Mail _____
Last First

Telephone # _____ Major(s) _____

Organization Name: _____

Internship Title: _____

Name of Supervisor _____

Supervisor E-Mail _____

Telephone _____ Location: _____
City & State

For credit-bearing internships:

Faculty/Staff Sponsor's Name _____

Faculty/Staff E-Mail _____@umass.edu

Beginning Date: _____ End Date: _____

Number of hours per week: _____

Position is (check one): _____ Unpaid

_____ Paid - hourly rate: _____

_____ For Credit - # of total credits: _____

1 credit: 3 hours/week (40/semester)
2 credits: 6 hours/week (80/semester)
3 credits: 9 hours/week (120/semester)

Internship Agreement

1. Job Description: [position title]

[site supervisor/partner organization should provide a job description]

2. Supervision and Evaluation

[site supervisor, and if applicable, faculty sponsor should provide information about how intern will be supervised & evaluated]

3. Communicating Concerns

[site supervisor, and if applicable, faculty sponsor should provide information about the protocol that the intern and/or partner organization should follow to communicate concerns]

4. Learning Goals, credit-bearing internships

[faculty sponsor should provide information about the learning goals of credit-bearing internships]

5. Terminating the Agreement

[site supervisor, and if applicable, faculty sponsor should agree on terms with the intern regarding an appropriate notification period to terminate the agreement before the end of the contract]

By signing below, both the Student and the Site Supervisor (and Faculty Sponsor, if applicable) confirm that they have discussed these items.

Although the Spanish & Portuguese Unit at UMass Amherst has taken reasonable steps to provide the student with trained and skilled supervisors, it should be understood this internship is not without risks. In signing this internship contract, the student acknowledges inherent hazards and risks and assumes those beyond control of the college staff and faculty.

I have read and I understand this Internship Agreement Form.

Student Signature

Date

I have read and I understand this Internship Agreement Form.

Site Supervisor Signature

Date

I have read and I understand this Internship Agreement form.

Faculty/Staff Sponsor Signature

Date