

**Contract**

**Spanish 398I: Internship (Mandatory Pass/Fail)**

Submit to Undergraduate Secretary, Herter Hall 418, no later than two business days before end of add/drop period.

LATE CONTRACTS WILL NOT BE ACCEPTED.

Student Name	Spire ID
Email address	RA semester
# of Previous Practicum (RA/TA/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 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:

Please provide the following information:	Student role and expectations:
Brief description of the organization: Goals of the internship: Specific skills for this work:	

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 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.