DETROIT INITIATIVE
STUDENT INTERNSHIP CONTRACT (SAMPLE)

_____________________________________________________________________________
Intern’s Name

_____________________________________________________________________________
Intern’s Signature

_____________________________________________________________________
Supervisor’s Name

_____________________________________________________________________
Supervisor’s Signature

_____________________________________________________________________
Internship Site

_____________________________________________________________________
Date

1. Learning objectives for the semester:

2. Specific tasks the intern is expected to perform. (Specify the balance of clerical to other types of work):

3. Types of training needed and plan for conducting training:

4. Plan for supervision (e.g. format, how often, the process used):

5. Work schedule for the intern:

6. When will this contract be reviewed and updated?

7. Are vacation days scheduled? When? What are the procedures for making up work in case of sickness or other emergencies?