



**Internship Program  
Memorandum of Understanding**

**Part One** – To be completed by the student and the Faculty Internship Advisor prior to beginning an Internship. Part one must be completed and signed in order to receive academic credit for an internship. *Please attach a job description for review by your Faculty Internship Advisor.*

**Student Agrees to:**

- MINIMUM of 160 work hours to receive 3 credit hours
- Comply with organization’s policies; notify supervisor if unable to work as scheduled.
- Complete requirements outlined by his or her Faculty Internship Advisor.
- Remain enrolled at UWF for the duration of the Internship.
- Notify Faculty Internship Advisor if the Internship ends early, or if significant changes in responsibilities or learning objectives occur.

Student Name: \_\_\_\_\_ E-Mail \_\_\_\_\_

Major: \_\_\_\_\_ UWF ID: \_\_\_\_\_

Course #: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

**Learning Objectives:** *(Attach additional page if needed)*

**To be filled out by Advisor or Department Chair:**

Other Internship Requirements:

- |                          |  |           |
|--------------------------|--|-----------|
| <input type="checkbox"/> | End of Semester Supervisor’s Evaluation of Student | Due _____ |
| <input type="checkbox"/> | End of Semester Student’s Evaluation of Internship | Due _____ |
| <input type="checkbox"/> | End of Semester Report                             | Due _____ |
| <input type="checkbox"/> | Other: _____                                       | Due _____ |
|                          | _____  |           |
|                          | _____  |           |

**\*\*Return this form to the Marketing & Economics Department\*\***

**Part Two:**

**Employer Agrees to:**

- Register with Career Services prior to student beginning an internship.
- Attach a job description.
- Provide student with training and supervision needed to carry out responsibilities successfully.
- Evaluate Intern's performance and discuss with student at end of the Internship.
- Follow the schedule below:

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Hours/Week: \_\_\_\_\_

*Please attach a job description.*

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Internship Advisor: \_\_\_\_\_

Date: \_\_\_\_\_