

# WRTC internship Agreement Form



## Student Information:

<b>Name:</b>	Click here to enter text.	<b>ID #:</b>	Click here to enter text.
<b>Phone:</b>	Click here to enter text.	<b>Email:</b>	Click here to enter text.
<b>Semester of Internship:</b>	<b>Year:</b> Click here to enter text. <b>Term:</b> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		

## The student agrees to

- fulfill his or her obligation to work the agreed upon schedule;
- perform all assigned tasks to the best of his or her abilities;
- maintain confidentiality of organization in which internship takes place; and
- prepare a closeout report that narrates and describes the internship, both in general and specific terms. The report should also evaluate the experience.

## Internship Provider Information:

<b>Name of organization:</b>	Click here to enter text.		
<b>Address:</b>	Click here to enter text.		
<b>Supervisor:</b>	Click here to enter text.	<b>Title:</b>	Click here to enter text.
<b>Supervisor's phone:</b>	Click here to enter text.	<b>Email:</b>	Click here to enter text.
<b>Anticipated start date:</b>	Click here to enter text.	<b>Anticipated end date:</b>	Click here to enter text.
<b>Anticipated number of hours intern will work per week:</b>			Click here to enter text.

## The internship provider agrees to

- provide the intern with practical work experience in some aspect of writing, rhetoric and/or technical communication;
- provide the student with policies and operational procedures to which the student is expected to follow during the course of the internship;
- discuss with the intern and the internship coordinator any poor work performance or difficulties that may arise before terminating an internship; and
- complete an evaluation of the intern's performance near the end of the internship.