

Date Received _____

Virginia Tech Economics Department
EMPLOYER - STUDENT INTERNSHIP AGREEMENT

I,

(Name and title of employment supervisor)

(Address Phone and Email)

accept _____

(Student's name)

Student ID# _____ - _____ - _____

As a student intern for (circle the term and fill in the year) Fall Spring Summer I Summer II
20_____

To work _____ hours per week for _____ weeks.

(Supervisor's signature) and Date

(Student's signature) and Date

Student agrees to:

- Honor employer's work requirements.
- Submit the Request to Intern Report to Chris LaPlante in Pamplin 3030 as early as possible before the semester you plan to intern.
- Submit the Student Progress Report to Chris LaPlante in Pamplin 3030 by the middle of the semester.
- Submit the Student's Final Report to Chris LaPlante in Pamplin 3030 by the first day of exam week for the semester.
- Remind employer of due dates for Final Report.

Employer agrees to:

- Submit Employer - Student Internship Agreement to the Economics Department prior to the student beginning an internship with your organization.
- Submit the Employer's Final Report to Chris LaPlante in Pamplin 3030 by the last day of classes of the semester.
- Provide student with work pertaining to major in order to further the student's educational goals.

Internship Coordinator agrees to:

- Turn in a Pass/Fail grade after evaluating the employer and student reports.

Please attach the job description for the internship as agreed upon by the employer and student.

Student: To receive semester credit, this form must be submitted no later than the first week of the semester. One copy will be given to you; one to your employer. The original is for the Internship Coordinator

Contact Information:

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