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 Erika Perdue in Pamplin 3030 as early as possible before the semester you plan to intern.
· Submit the Student Progress Report to Erika Perdue in Pamplin 3030 by the middle of the semester.
· Submit the Student's Final Report to Erika Perdue 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 Erika Perdue 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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