

INTERNSHIP AGREEMENT

Department of Agricultural Leadership, Education and Communication

Intern:		Phone:	
Current Address:			
City:	State:	ZIP:	
Employer:		Phone:	
Address:			
City:	State:	ZIP:	
Title of Internship Position:			
Intern's Immediate Supervisor (Organization Rep):			
Proposed Dates of Internship:		thru	
Salary \$	/Hr., Wk., Mo.	Intern to register for	Credit Hours Term
Intern Responsibilities and Expectations			
1. Complete all assigned work to the satisfaction of the program Coordinator and Business/industry Supervisor.			
2. Respect confidential information pertaining to the place of employment.			
3. Meet with the Coordinator prior to or during the first two weeks of the internship to a) submit the learning objectives, b) obtain details for any required written report or b) project, and leave your work schedule, directions to the place of employment, and class schedule.			
4. Submit to the Coordinator the bi-weekly progress report signed by Intern and Supervisor showing hours worked and learning experiences.			
5. Notify the Coordinator of any diversion from the original intern program plan.			
Signed and Witnessed			
Intern:		Date:	
Employer Representative:		Date:	
University Program Coordinator:		Date	

DEVELOPMENT OF LEARNING OBJECTIVES

Instructions: Complete the learning objectives by determining what you will be doing, how you will do it and how you will measure what you have accomplished. (Example: Develop, deliver and evaluate one training workshop.)

Objective #1.

Objective #2.

Objective #3.

Objective #4.

Objective #5.

Objective #6.

Objective #7.

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