

ASI 598 & 599 Internship Agreement

The student intern is to develop an internship proposal in communication with the individual who will mentor and supervise the intern at the business/organization. Signature of this agreement form by the intern, mentor and Departmental Internship Coordinator indicates all have read and agree to what is described in the proposal.

Student Intern Information

Student Name _____ Cell Phone _____
 Internship Address _____ City _____
 Email _____ State _____ Zip _____

Internship Mentor Information

Organization Name _____
 Mentor Name and Title _____
 Mentor Address _____
 City _____ State _____ Zip _____
 Mentor Phone _____ Email _____
 Have you worked for this mentor/organization previously? Yes No

Position Information

Position Title _____ Dates of Internship _____ to _____
 Position Duties

Daily hours of work _____ Days per week _____ Total hours for Internship _____ Volunteer Paid
 If paid, wages/salary _____ Any Additional compensation? _____

The undersigned agree to conform to this agreement and provide two weeks' notice to all three parties before termination of said agreement. **Signature of mentor and intern indicates internship proposal has been read and discussed with each other.**

 Approved by Internship Mentor Date

 Approved by Student Intern Date

 Approved by Departmental Internship Coordinator Date

Return form and internship proposal signed by mentor & intern to Dr. Karol Fike, KSU, Animal Sciences & Industry, 785-532-1104, 241 Weber Hall, Manhattan, KS 66506 or karol@ksu.edu. Students should retain copies of the signed form for their records. Completed form and proposal is ***DUE 2 weeks minimum*** prior to beginning internship.