



TEXAS A&M
UNIVERSITY
KINGSVILLE

DEPARTMENT OF ANIMAL SCIENCE & VETERINARY TECHNOLOGY
MSC 228 KINGSVILLE, TEXAS 78363
PHONE 361/593-2211

STUDENT

| | | |
|-----------------|--------|-------------|
| _____ | _____ | _____ |
| First | Middle | Last |
| _____ | _____ | _____ |
| Major | GPA | Expected |
| Graduation Date | | |
| _____ | _____ | _____ |
| E-mail | | Cell Phone# |

| | |
|-------------------------------------|--|
| _____ | _____ |
| # of Internships Completed | # With this Company |
| Degree: 0 Bachelors | 0 Masters 0 Doctorate |
| Classification: 0 Freshman | 0 Sophomore 0 Junior 0 Senior 0 Graduate Student |

In order to participate in the internship program at Texas A&M University-Kingsville, I agree to:

1. Register on www.JavelinaCareers.com by creating a profile and uploading a copy of my resume
2. Complete and return the evaluation forms that I receive from Career Services and/or my Faculty Advisor
3. Return this signed and completed contract, along with a copy of my job offer letter (if applicable), to the Career Services Center

And to receive course credit for my internship, I agree to:

1. Gain approval from my Faculty Advisor **before** signing up for an internship
2. Provide my Faculty Advisor with accurate and current employer contact information and a description of the job and projects I will take part in
3. Officially register for an internship course with my Academic Advisor
4. Review my financial aid, scholarships, student loans, and health care plan to understand how this internship may impact my funding and coverage
5. Maintain regular contact with my Faculty Advisor and fulfill all the departmental academic requirements.
6. Facilitate the arrangements for a site visit by my Faculty Advisor at my place of work if a visit is requested or required

Student Signature

Date

EMPLOYER

| | | | |
|----------------------------|----------------------------|---------------------------|--------------|
| _____ Company | _____ Supervisor Name | _____ Supervisor Title | |
| _____ Company Address | _____ City | _____ State | _____ Zip |
| _____ Supervisor E-mail | _____ Supervisor Phone# | | |
| _____ Intern Title | _____ Start Date | _____ End Date | |
| _____ \$/Hour | _____ Hours/Week | | |

Please list the main duties the intern will perform and the approximate percent of time on each duty:

| Duty | % of Time |
|----------|-----------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

Please list the experiences that the intern will gain that will make them more marketable for future employment:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

This student has been offered a position with the above listed company. As a participant in Texas A&M University-Kingsville's Internship Program, I agree to:

1. Provide relevant learning experiences through work assignments for this student
2. Provide appropriate orientation, workplace supervision and a safe environment for this required
3. Accommodate at least one faculty site visit each internship term if requested or required
4. Provide a timely written evaluation of the student to the Career Services Center and to the Faculty Advisor if the student is receiving course credit

Supervisor Signature

Date

COLLEGE AUTHORIZATION (Only for those who wish to receive academic credit)

Internship Course #

of Credit Hours

Faculty Advisor Name

Faculty Advisor Title

Phone#

E-mail

Department

College

This student has my permission, subject to review by the International Student for F-1 Visa holders, to proceed with official registration for Texas A&M University-Kingsville's Internship Program. I have:

1. Reviewed the description of the internship opportunity provided by this student and the employer and agree that this position:
 - a. Has relevance to this student's academic program
 - b. Contains appropriate and sufficient technical content and learning opportunities for inclusion in the university's internship program

2. Verified that the student is in good academic standing and believe the student is prepared to work in this term internship position

Faculty Advisor Signature

Date

College Dean or Department Chair signature

Date
