

Internship Agreement Form

Student & Internship Information

This will only count as your Immersion Experience Requirement and does not count as a course.

Semester of internship: _____

Must be approved prior to start date

STUDENT INFORMATION

Student Name _____ K# _____

Cell phone _____ Email _____@students.tamuk.edu

Major _____ SPDP workshops completed Yes No

I have reached an agreement for an educational work experience between:

INTERNSHIP INFORMATION

Internship Title _____ Company Name: _____

Company address _____

City _____ State _____ Zip _____

Supervisor Name _____ Supervisor Title _____

Email _____ Phone _____

Hourly Pay Rate: \$ _____ Start Date _____ End Date _____

_____ (Estimated hours per week) X _____ (# of weeks) = _____ Total internship hours

During the internship, the student is required to complete work experience activities within their current major. It is agreed that the student will work towards acquiring the knowledge and objectives of the work experience activities designated for:

(circle one) **Accounting** **Finance** **Management** **Marketing** **Information Systems**

Please list and indicate an approximate percentage (%) of time the student would spend on each duty:
(Percentage must equal to 100%. Example: sales 30%)

Duty	Time %	Duty	Time%
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing this agreement, the participating company/organization agrees to all terms of this contract.

Employer's Agreement

The firm agrees to hire the intern named above for a minimum of four (4) weeks, (150) work hours. If the internship is terminated for any reason, we will notify the College of Business Administration within ten (10) working days. This firm agrees to provide professional supervision for the intern. The intern's supervisor will confer with the college's internship coordinator at least once during the internship. The supervisor will also provide a brief final evaluation of the intern's work (form to be supplied by the college).

Supervisor Name _____ Date _____

CBA Internship Coordinator _____ Date _____

CBA Administration _____ Date _____



Please review the following statements and complete the form below:

1. I authorize Texas A&M University-Kingsville and its agents to photograph, videotape, audio record, televise, duplicate, and/or otherwise record my image, voice, and likeness. I understand that A&M-Kingsville will own these recordings.
2. I irrevocably authorize A&M-Kingsville and its agents to use, display, publish, and distribute these recordings for any purpose on websites, publications, broadcasts, displays, and any other medium, and to offer these recordings to others for use in non-university mediums.
3. I waive any right to inspect or approve these recordings or material that may be used with them now or in the future, whether that use is known to me or not.
4. I release A&M-Kingsville, its regents, employees, and agents from all liability arising out of the use of these recordings, including but not limited to any claims arising out of my right of privacy or right of publicity and any claims based on any distortions, optical illusions, or faculty mechanical reproductions.
5. I understand that I will not be compensated for any use of these recordings.
6. I understand that this is a legal document and represent that I have read it and understand it and am signing it voluntarily.

Student's Printed Name

Date

Student's Signature

Cell Phone

Email Address

Once you have completed 150 hours in your internship please follow the Internship Completion Process

1. Notify the Internship Coordinator of your completion of hours to selina.kieschnick@tamuk.edu and attach the following documentation to your email:
 - A. Email a JPEG photo (1024 X 768 pixels minimum) of you at jobsite
 - B. In a Word document complete a personal reflection answering the following questions:
 - i. Provide a general description of what you accomplished during the internship.
 - ii. What was your general impression of the program? What was good? Not so good?
 - iii. Would you recommend this experience to your fellow students? Why/why not?
 - iv. What advice would you offer to those seeking an internship with this same company/agency?
 - v. What, if anything, would you have done differently concerning any of your internship experience?
 - vi. Do you have any additional comments you would like to share with fellow students?
2. The Internship Coordinator will respond to your email to confirm information about your internship and send your supervisor the Internship Evaluation form.
 - a. It is your responsibility to ensure that your supervisor emails the completed Internship Evaluation form back to the Internship Coordinator.

Internship Completion Checklist

Once all documentation has been received your internship will be considered complete.

- Photo of you at your jobsite
- Your personal reflection
- Internship Evaluation from your employer