

University of Maryland Fellows Program  
Maryland | Federal | Global  
2407 Marie Mount Hall, University of Maryland, College Park



## Internship Site Contract

Students must complete this form, in consultation with their internship site supervisors. Both student and supervisor must sign and date the contract. Both parties keep a copy of the form, and the student also turns in a copy of the signed contract to the internship course instructor. If you are registered in a course other than FGSM 398, you may turn in a copy of the internship contract provided by the other school/department.

### Summary of Hours:

Over the course of the semester, students must complete the minimum total hours contracted in order to receive credit. The rule of thumb: 45 total internship hours per credit (for example, work at least 20 hours a week for 6 credits). Thus, to earn:

- **3 Credits:** work at least 135 total internship hours
- **4 Credits:** work at least 180 total internship hours
- **5 Credits:** work at least 225 total internship hours
- **6 Credits:** work at least 270 total internship hours, etc. to a maximum of 9 Credits

Please refer to the following websites for a breakdown of all the internship credits and hours:

[Maryland Fellows](#) | [Federal Fellows](#) | [Global Fellows](#)

### Student Information:

Name: \_\_\_\_\_

**Circle Course:** FGSM 398    **Other Course:** \_\_\_\_\_ (*Please specify*)

**Circle Section:** 0101 (Monday), 0201 (Thursday), Online

Internship Hours per Week: \_\_\_\_\_    Number of Total Course Credits: \_\_\_\_\_

### Internship Supervisor Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Internship Organization (include any sub-departments, branches, etc.): \_\_\_\_\_

\_\_\_\_\_

Internship Address: \_\_\_\_\_

\_\_\_\_\_

**Internship Details:**

*(For students to complete in close consultation with their supervisor)*

*Describe the internship. Be as specific as you can about your role, tasks, and responsibilities.*

*What are your learning objectives for this internship experience, and how will they be met?*

**Internship Agreement:**

I, \_\_\_\_\_, agree to:  
(Student's Name)

- Abide by the terms set forth in this contract.
- Conduct myself in a professional manner and perform my internship duties to the best of my ability.
- Adhere to all internship site rules and regulations.
- Complete requirements of FGSM 398 or other internship course as stipulated.
- Participate fully in the UMD Fellows Program's Academic Showcase event.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I, \_\_\_\_\_, have reviewed this document and confirm that  
(Internship Supervisor's Name)

\_\_\_\_\_, has accurately represented the internship position.  
(Student's Name)

at my organization.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_